Outlook for Mobile

Resources for our Users

LSU Health Documentation – Setup and Configuration:

    iOS: https://www.lsuhsc.edu/admin/it/helpdesk/office365/tutorial-outlookios.aspx

    Android: https://www.lsuhsc.edu/admin/it/helpdesk/office365/tutorial-outlookandroid.aspx

    "Focused Inbox" and "Organize by Thread"

    Out of Office Message

    Signature for Emails Sent from Mobile

Outlook for Mobile Features:

    Mail

        Filtering by Unread, Flagged and Attachments

        Composing Messages – Availability and Events, Attachments

    Search

        Contacts

        Email Messages/Conversations

        Files

    Calendar

        Configure Additional Calendars

        Views

        Adding Events – People, Location, Availability

Microsoft Tutorials and Resources:

    Video Tutorials of useful features: https://support.office.com/en-us/article/outlook-for-ios-and-android-fb307c71-2df4-4eef-b4ec-1caee01b76f0