

# Microsoft Outlook



## # Microsoft Outlook

### ## 1. benefits of the app

Manage multiple email accounts from different providers through a single program without having to constantly log in to the providers on the website one by one. This is what the user can do with MS Outlook for iOS. No more time-consuming logging into individual accounts. With Outlook, one is always reachable by e-mail.

With these options, Outlook is not only aimed at people who need to be able to call up emails for business purposes at any time. After all, what's wrong with checking your e-mails on the train or bus? Because the iPhone is always there. If an important e-mail comes in from a supervisor, a teacher or a customer, it is possible to respond to and answer it within a very short time. The e-mail partner will appreciate that.

Ultimately, Outlook for iOS is also relevant for aspects such as customer loyalty or building up a new customer base - start-ups can therefore benefit significantly from this.

Who doesn't know it? The boss still has an important question, but doesn't manage to call. He is sitting in a meeting. As an employee, it is therefore almost essential to be reachable. It helps if you can quickly send the boss an answer by e-mail with the necessary information. Perhaps the employee's ambition and reliability are points in favor of a raise or promotion? Maybe the supervisor will take that into account during the next staff meetings and salary negotiations.

Thus, MS Outlook for mobile devices with iOS operating system has a double benefit: flexible accessibility for private and business concerns as well as opportunities for expanding business contacts, a new customer base and increasing one's own reliability in everyday work life. ## 2. most important functions

What exactly can you do with Outlook for iOS? First, there is the familiar management of e-mails: e-mails are retrieved, synchronized. On the go. Attachments can be opened, forwarded and shared quite easily. The format of the attachments doesn't matter much. It is possible to attach PDF files, photos, videos, Word documents, Excel spreadsheets and many more. The only requirement for opening the documents is that the respective programs are available on the same device. In turn, the user can reply to these documents and also entire emails and forward them to certain people, contacts and more.

An integrated calendar is also supposed to take care of the organizational aspect. Outlook for iOS also offers this calendar for planning events and more. Thus, the user should always have an overview of all appointments - whether private or business. This way, he can also prioritize,

immediately schedule appointments appropriately and avoid appointment collisions.

With a search function, it is also possible to find contacts, specific e-mails, topics and more within the inbox. This saves the user time.

Likewise, the user can make use of other functions that additionally help him to find certain e-mails faster. This is especially interesting for important emails: he can highlight them with a marker. Additionally, it is possible to move emails to certain folders, add groups to favorites.

### ## 3. rating

Finally, you can reliably check your e-mails on the go. The only requirement is a stable internet connection. With the iOS app, it is very easy to send and receive emails and open the respective attachments. The user has a wide range of options there as well. In addition to the standard functions, he can also mark e-mails especially in the mobile application, filter them or make comprehensive searches. However, it is not possible to create new folders in the iOS version. But that doesn't matter. If a new folder seems particularly important, it can also be done via the desktop version on the computer.

Another interesting feature is that you can selectively integrate multiple accounts, so that you don't have to constantly log into different email accounts on the iPhone or iPad. This ultimately saves battery power and traffic.

### Avantages / Désavantages

1. the data is protected. 2. integrated apps are available. 3. convenient calendar function helps to organize and schedule events and appointments. 4. multiple email accounts can be integrated into the app.

1. the tool itself is free of charge. However, the MS Office 365 subscription is chargeable. 2. not all email accounts can be integrated. This depends on the provider. 3. no new folders can be added. This is only possible via the desktop version.