

# Outlook Web and Mobile, The solution to help you daily work!

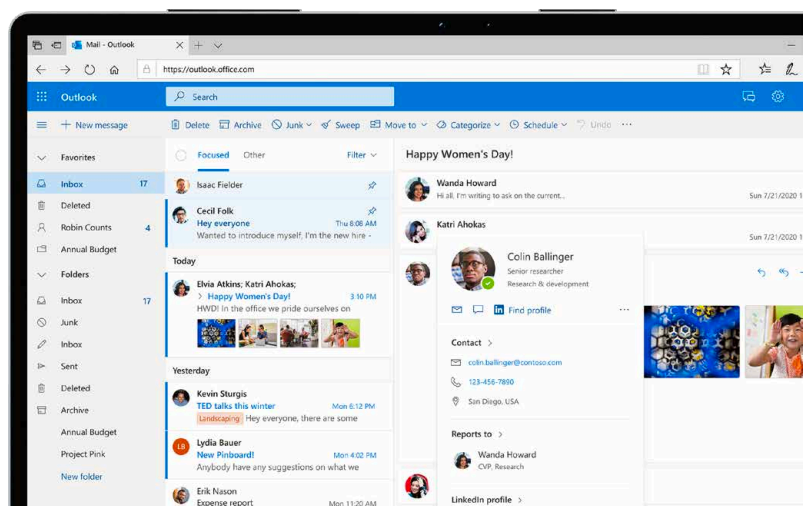


Outlook Web and mobile will allow you to stay connected to your data from anywhere and on any device. Connect to Outlook Web (Office.com) and Mobile with your ID:

**firstname.lastname@solutions30.com**

## A simple, ergonomic web interface:

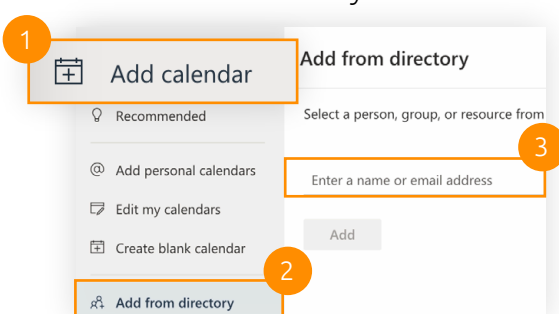
- Check your mail, calendar, contacts and tasks, even on a public device, safely.
- Manage your whole day and stay organized.
- Join online meetings directly from your calendar.



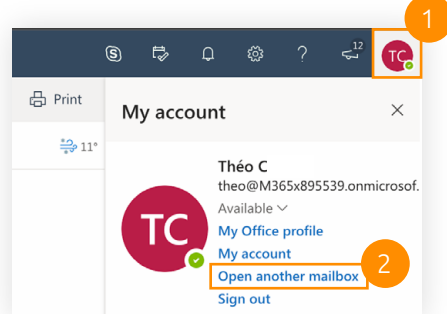
## 4 tips on Outlook Web



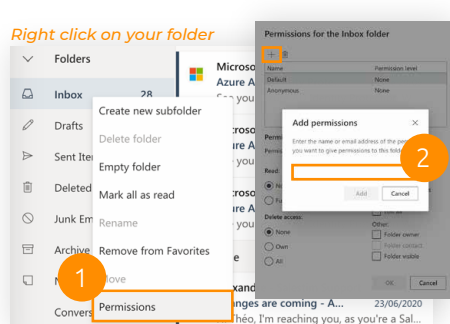
Add **shared calendars** from your team members to better organize yourself and collectively.



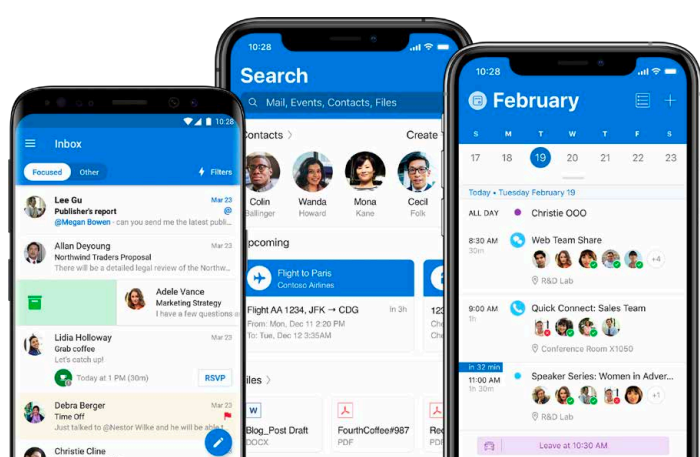
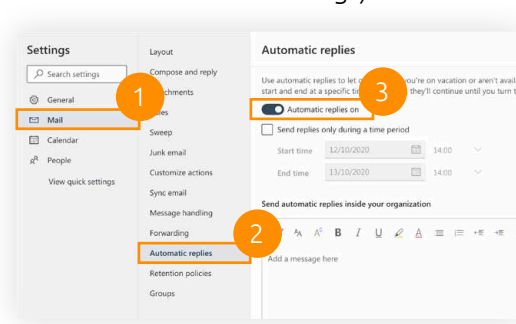
Open a **shared mailbox** to easily send e-mail from a public email address.



**Delegate your inbox** to allow someone else to manage your email and calendar.



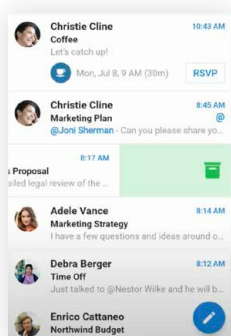
Send **automatic answers** if you are out of office. (Settings > View all Outlook settings)



## Outlook directly in your pocket (Android and iOS):

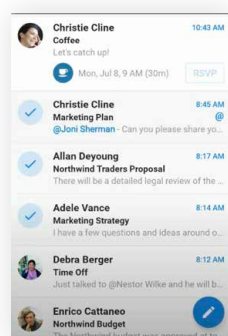
- As the web version, Outlook Mobile offers advanced connected mail, search and calendar features.
- Plan your meetings, check participant availability, follow responses and share your calendar directly from the mobile app.

## 4 tips on Outlook Mobile



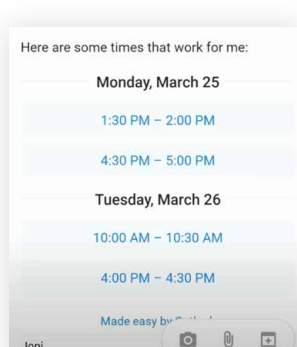
### Swipe Options

Swipe left/right to archive, mark or delete a message, and customize these actions in settings.



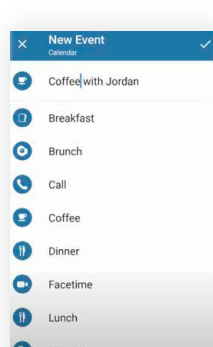
### Bulk Actions

Press a message, then swipe up or down to select multiple messages. Then choose the action you want.



### Availability

When composing an email, tap the calendar icon above the keyboard. Then select your favorite slots, Outlook mobile will group them together in a email.



### Event Icons

Quickly identify the context of events in your calendar. Write the word "call", "meeting", "lunch", "coffee"... in the title of a new event to insert an icon.