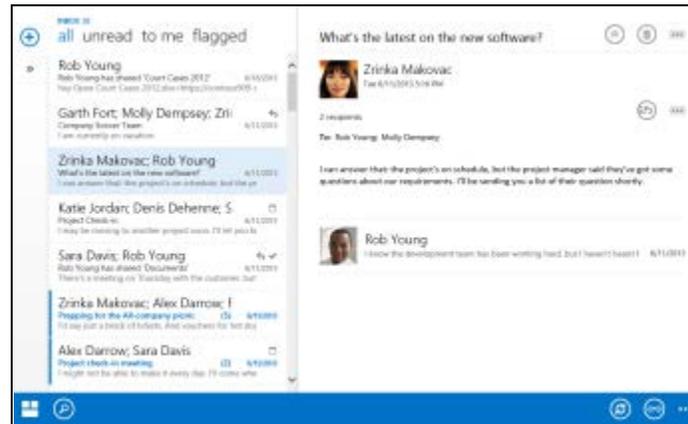


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## Using Outlook Web App on a mobile device

If you're using Outlook Web App on a mobile device, such as a tablet or smart phone, you may see something different from the images using Outlook Web App on a desktop.



Most features work the same as they do when you're using Outlook Web App on a desktop or laptop computer, but you do some things a little bit differently.

Tap the navigation icon  in the lower corner to switch between Mail, Calendar, and People.

To search, tap the search icon . To read a message in a full screen, tap the reading icon . Tapping the more icon  will show more selections.

Instead of using a right-click to see an on-screen menu, tap and hold. To select multiple items in the message list, swipe each item that you want to add. To deselect an item, swipe it again.

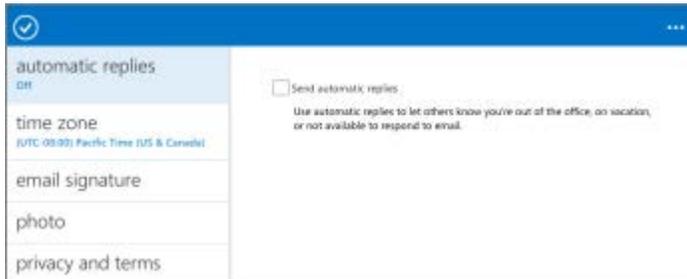
You create new items by tapping the new item icon . Tap the chevron icons  to expand or collapse the part of the screen they appear on.

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## Options for Outlook Web App on any mobile device

To use Options on a mobile device, tap **More** **⋮**, then Options.

After you've made the changes you want, tap the **Save** **⏏** or **✔** to save your changes and close Options. To cancel your changes, tap away from the options page or tap **Cancel** **✕**.



### Automatic replies

If you've already set an automatic reply, you'll see those settings here. The only difference between automatic replies on a mobile device and automatic replies in Outlook or Outlook Web App on a desktop or laptop is that you can't set a start and end time. If set, start and end times still apply, they just don't show here.

### Time zone

Set your time zone here.

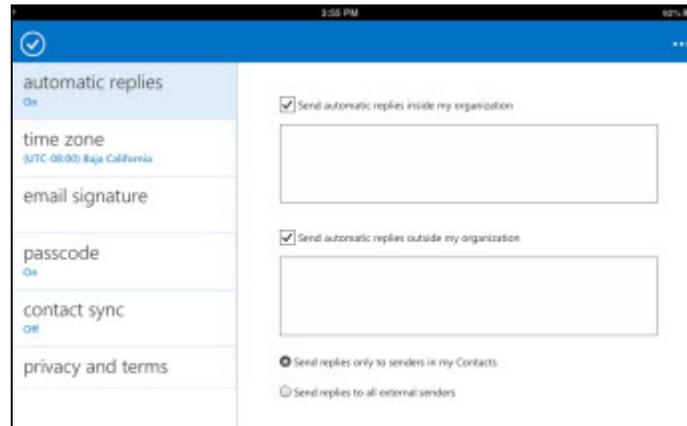
### Email signature

If you've created an email signature in Outlook Web App on your desktop or laptop, you'll see it here. You can use that signature, or you can create a mobile signature. If you create a mobile signature, it will be used in place of your default signature when you send a message from a mobile device.

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## Options if you're using OWA for iPhone, OWA for iPad, or OWA for Android

If you're using OWA for iPhone , OWA for iPad, or OWA for Android, you'll see additional options.



### Passcode

The passcode helps secure your mailbox. Your organization's administrator may require that you set a passcode. The passcode, combined with your username and password (which you entered when you initially installed the app), lets you quickly access your account.

### Contact Sync

Contact Sync lets you copy the contents of your personal Contacts folder to the address list on your device, making them available to other applications that use the device's address list. If you turn Contact Sync off, those entries will be removed from the device's address list. Contact Sync is only available if your organization's administrator has enabled it.

### Offline folders

By default, your Inbox, Drafts, Contacts, Calendar, and five other message folders that you've used recently will be synchronized for offline access. Which folders are synced will change depending on how often you access them. As an alternative, you can use Options to select up to five message folders to sync. Each folder that you choose will take the place of one of the five that would have been automatically synced.

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## What you can't do in Options on a mobile device

Not every option that's available in Outlook Web App on a desktop or laptop computer is available when you're using Outlook Web App on a mobile device. For those options, you'll need to sign in to your account on a desktop or laptop. In Outlook Web App, go to the upper corner and select **Settings**  **Options**.

They include:

- Account settings
- Changing your account password
- Inbox Rules
- Delivery reports
- Retention policies
- Most mail and calendar settings
- Phone settings
- Junk email settings
- Add or remove Apps
- Perform a remote wipe of devices that are connected to your account