

## Realty Tech Talk Series

# The Powerful Email Productivity Tool You Have Been Waiting For

*This article has been provided by [Rajeev Sajja](#)*

The Outlook App for [iOS](#) and [Android](#) was recently introduced by Microsoft to address a pressing need for users to make email and related functions easy and efficient to use on their mobile devices. I have always felt the email apps on mobile devices have not been up to par with apps we use regularly. I have always been a big fan of the desktop version of Outlook over the years and have since migrated to web based email (like Gmail) and felt my Outlook like email experience suffered in that transition specifically while handling email on mobile. The Outlook App is Microsoft's attempt to make a mark in the mobile-first world.



One of my favorite things about the Outlook App is the navigation along the bottom. I can single-handedly tap between my inbox, calendar, files and recent contacts. In the mail tab, Microsoft has two main inbox views to help you through your mail, Focused and Other. The Focused list smartly moves things that Outlook thinks are important to you. All other messages are filtered into Other.

Among its features: You can swipe on an email in a list to take an action, and you have the ability to schedule an email to go away and reappear at a time you choose. You can even choose in Outlook's settings which action will occur when you swipe right or left. A swipe could initiate moving, archiving, deleting, or marking a message read or unread.

The key thing I like about Outlook is that, like it's desktop cousin, it combines your email and your calendar from multiple devices. In the iOS version, you can quickly hop between Mail and Calendar by tapping one of the icons at the bottom of the screen. (On Android, these choices are in a menu.)

For file storage, you can instantly hook into Google Drive, One Drive, Dropbox and Box. There are focus lists and scheduling options to help you get through your inbox faster and your calendar is only a tap away. In terms of file integration, I love what Outlook brings to the table. One tap and I have access to every single file in my inbox, whether it was a regular attachment, a Dropbox file or a Google Drive document. I can even see stuff I have stored that isn't in my email. I use Google Drive and Dropbox to house a lot of my own attachments, so having both in one feed is a bliss. If any single feature will sell me on Outlook on a regular basis, file handling will be it. Google is also working on its version of Inbox that will definitely compete with Outlook, but for now, the direction Microsoft took feels right this time. If they can follow through, Outlook could just be the mobile mail app many of have been waiting for!