

Microsoft Outlook - email and calendar



****About Microsoft Outlook****

Microsoft Outlook is an E-Mail app for smartphones or tablets. By using the app users get access to their mails from different mail accounts, their calendar or their saved files.

With Microsoft Outlook you keep track on your mails even when you're on the move. In the app you can receive and manage mails from different mail accounts, plan appointments with the help of your calendar and send files easily to your friends and family. Microsoft Outlook is the clearly arranged E-Mail in-box on your smartphone or tablet.

****Microsoft Outlook – features: ****

-**The clearly arranged in-box:** Microsoft Outlook is one of the most popular E-Mail apps. This is due to the fact that Outlook offers you a clearly arranged in-box with which mails from different providers can be received. Besides mails from Outlook.com, also mails from Yahoo or Google Mail can be called up. Like that you have a clearly arranged survey of all your mail accounts by using just one single app. All your mails are bundled in Outlook which is why a nuisance app change is no longer needed.

-**Easy handling:** Microsoft Outlook distinguishes itself through an easy handling which was designed for the use with smartphones or tablets. With an easy wipe movement you can e.g. delete or archive E-mails.

-**Outlook – your personal organizer:** By dint of Microsoft Outlook you can plan appointments easily. Since your mail account is synchronized with your calendar, you can suggest contacts appointments easily via E-Mail. For this purpose Outlook uses the entries of your calendar. Just share your calendar via E-Mail and plan your next appointment.

-**Focus on important mails:** The E-Mail in-box `focus` collect all your important mails. These E-Mails will then be ranked first. Like that you have a quick survey of all your important E-Mails. The more frequent you use this special in-box the more intelligent it becomes. By and by Outlook can forecast even more precisely which mails are of prime importance for you respectively which of your contact members are most important.

****Conclusion: ****By using Microsoft Outlook you keep track of your E-Mails and appointments even when you're on the move. The intelligent inbox bundles mails from different providers and offers you like that a quicker and easier screening of your mails. The app brings your mails, files and your calendar together.