

12 Reasons Why Users Prefer Outlook over Gmail at work



Office 365

1. Hub to get work done, consistently

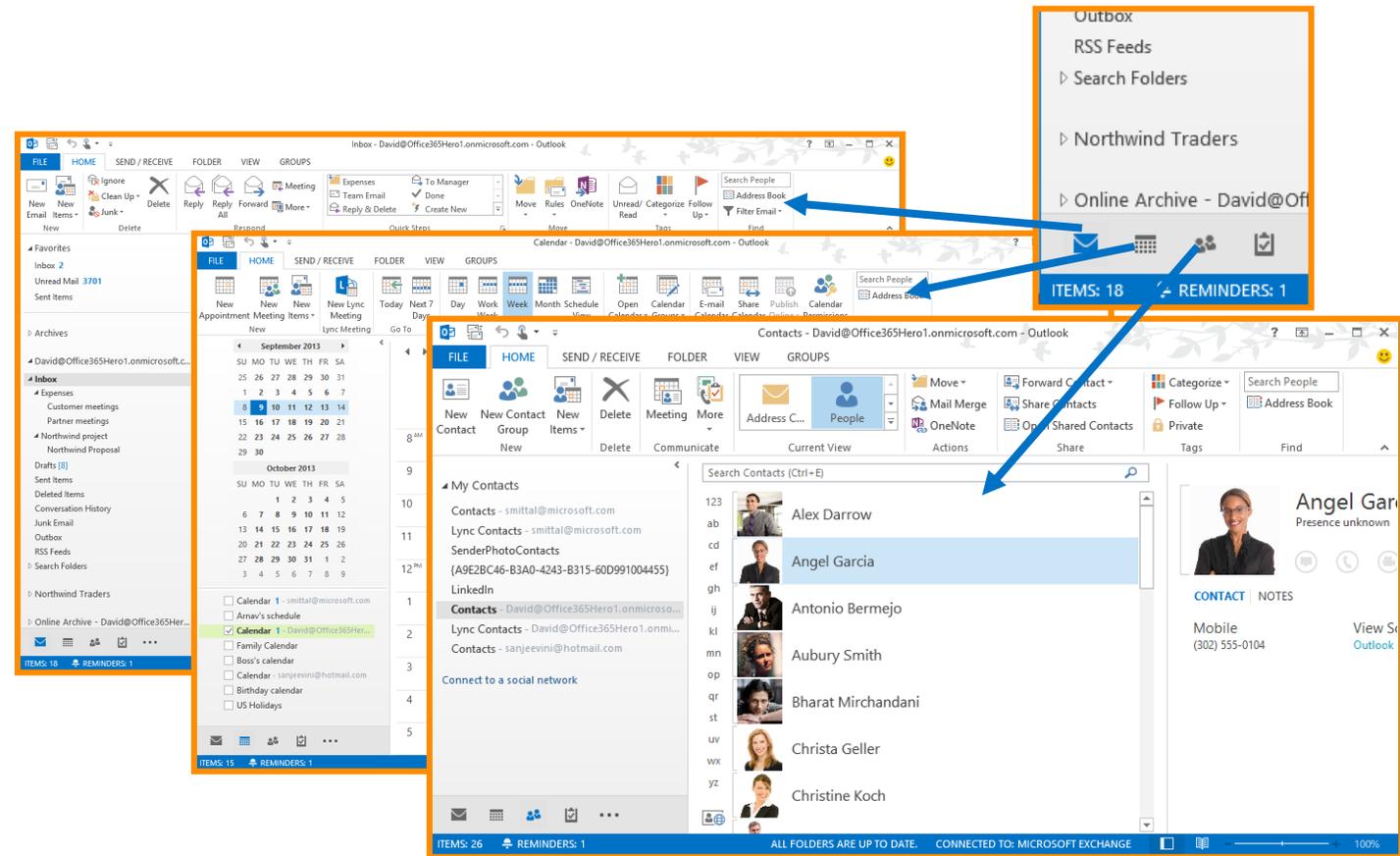
Users tell us how they love the consistent experience of **Outlook** since it gets them going on their task without much thinking.



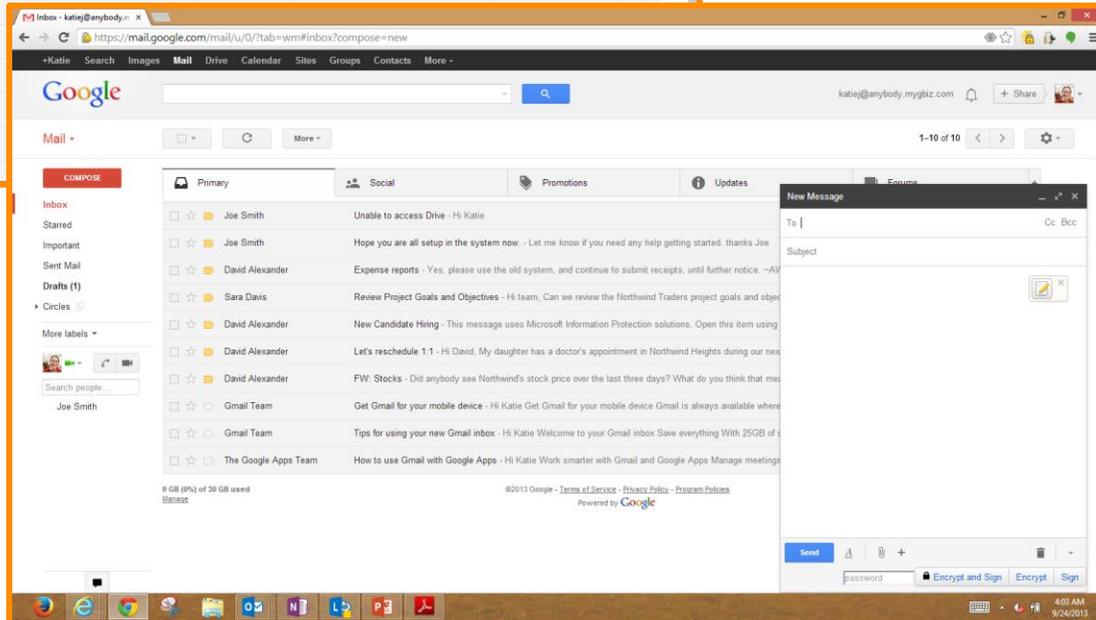
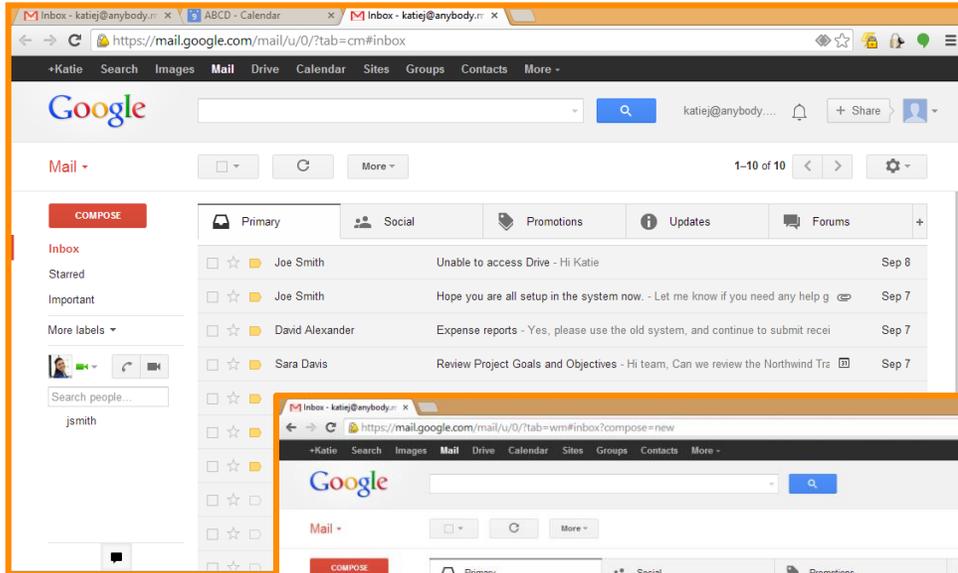
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2. Offline access to all of your email

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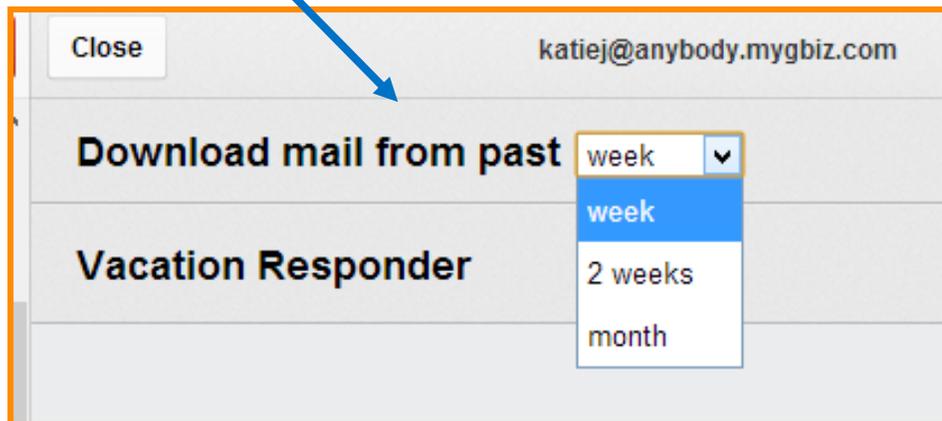
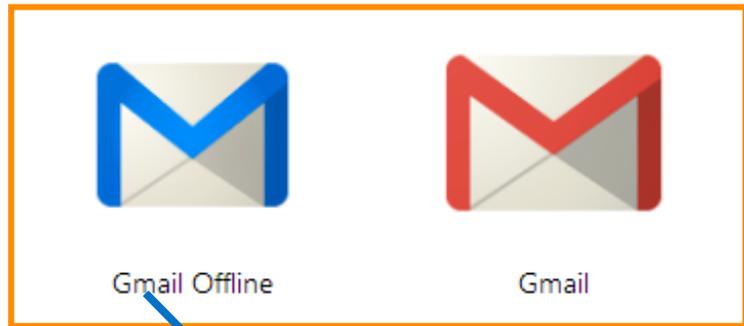
The screenshot shows the Outlook interface with the following elements:

- Navigation Pane (Left):** Shows 'Inbox 2' with 3697 unread mail items.
- Command Bar (Top):** Includes 'FILE', 'HOME', 'SEND / RECEIVE', 'FOLDER', 'VIEW', and 'GROUPS' tabs. Action buttons include 'New Email', 'Clean Up', 'Delete', 'Reply', 'Forward', 'Meeting', 'Expenses', 'Team Email', 'Reply & Delete', 'Create New', 'Move', 'Rules', 'OneNote', 'Unread/Read', 'Categorize', and 'Follow Up'.
- Message List (Center):** A table with columns 'SUBJECT' and 'RECEIVED'. The 'Northwind Budget' email is highlighted in blue.
- Reading Pane (Right):** Shows the content of the selected email from Sara Davis, dated Fri 4/12/2013 2:38 PM. The subject is 'Northwind Budget'. The body text states: 'The Northwind budget was approved at to meeting. Please ensure that any projected are reported early!' followed by a list of quarterly spend amounts and a 'Thanks!' sign-off.

SUBJECT	RECEIVED
The "Project Falcon" site ha...	Mon 8/5/2013 ...
olive.co... Project update?	Tue 6/18/2013 ...
er Sports statistics	Mon 4/29/201...
el Bans... Expense reports	Mon 4/29/201...
er; Pav... Review Project Goals and ...	Mon 4/29/201...
er New Candidate Hiring	Mon 4/29/201...
er Please send customer info	Fri 4/12/2013 3...
er Northwind Proposal	Fri 4/12/2013 2...
er Northwind Budget	Fri 4/12/2013 2...
er; Mol... Meeting update	Fri 4/12/2013 2...
er; Mol... Contract signing	Fri 4/12/2013 2...
er; Mol... Person in charge at North...	Fri 4/12/2013 1...
er; Mol... Stocks	Fri 4/12/2013 1...
er Let's reschedule 1:1	Fri 4/12/2013 1...

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3. Organize email in multiple ways

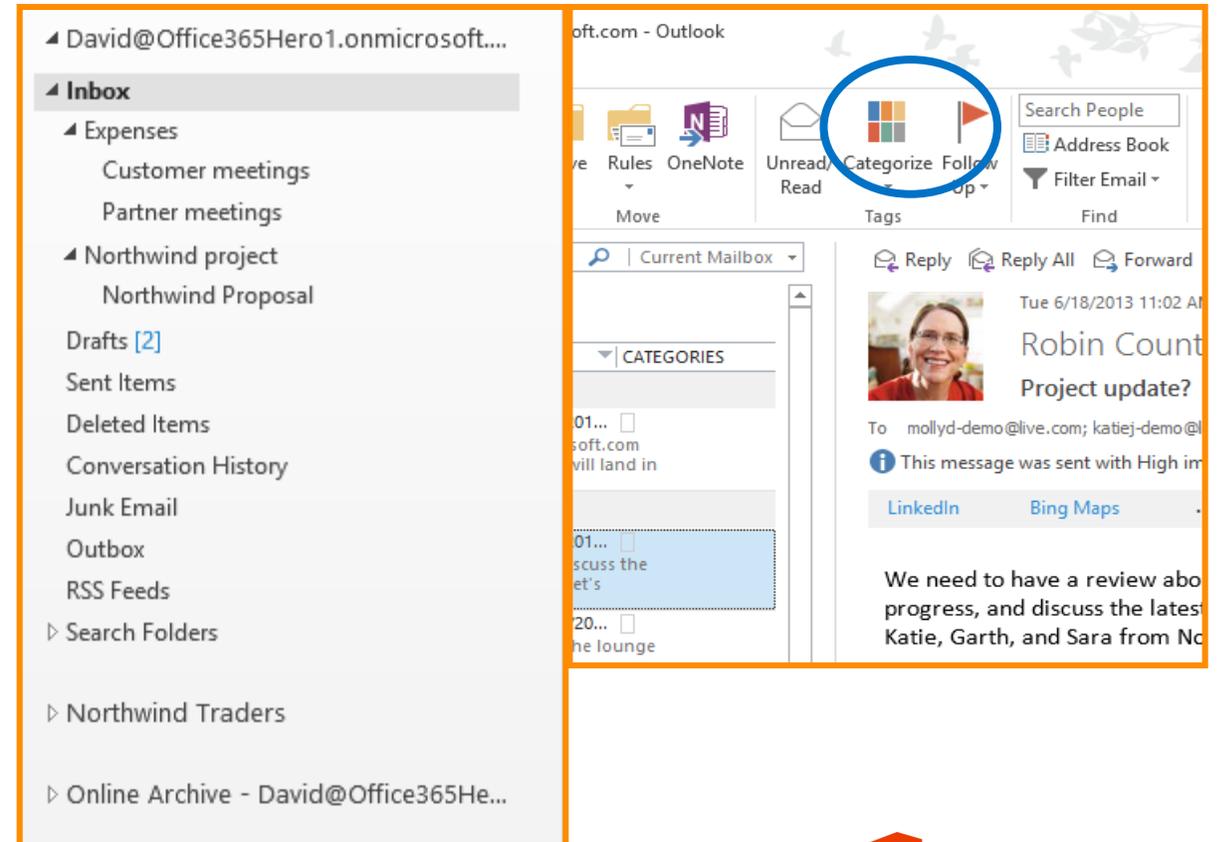
Outlook allows users to organize email in several ways - folders, arrange folders however they wish, categories



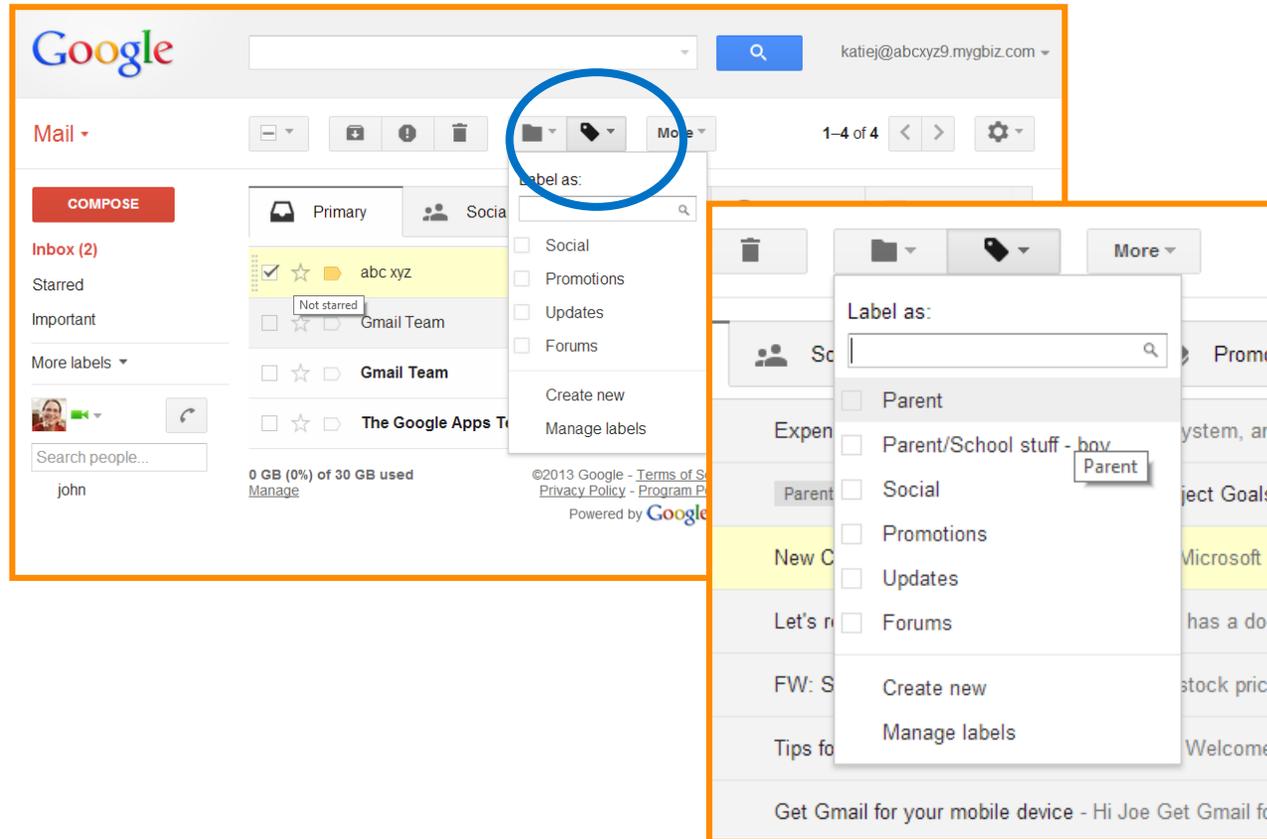
With **Gmail** users can only organize email using labels

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4. Categorize different items to stay organized

Users have the ability to assign categories and color code emails, tasks and events in **Outlook**



With **Gmail**, users are only able to categorize their email or color code the events

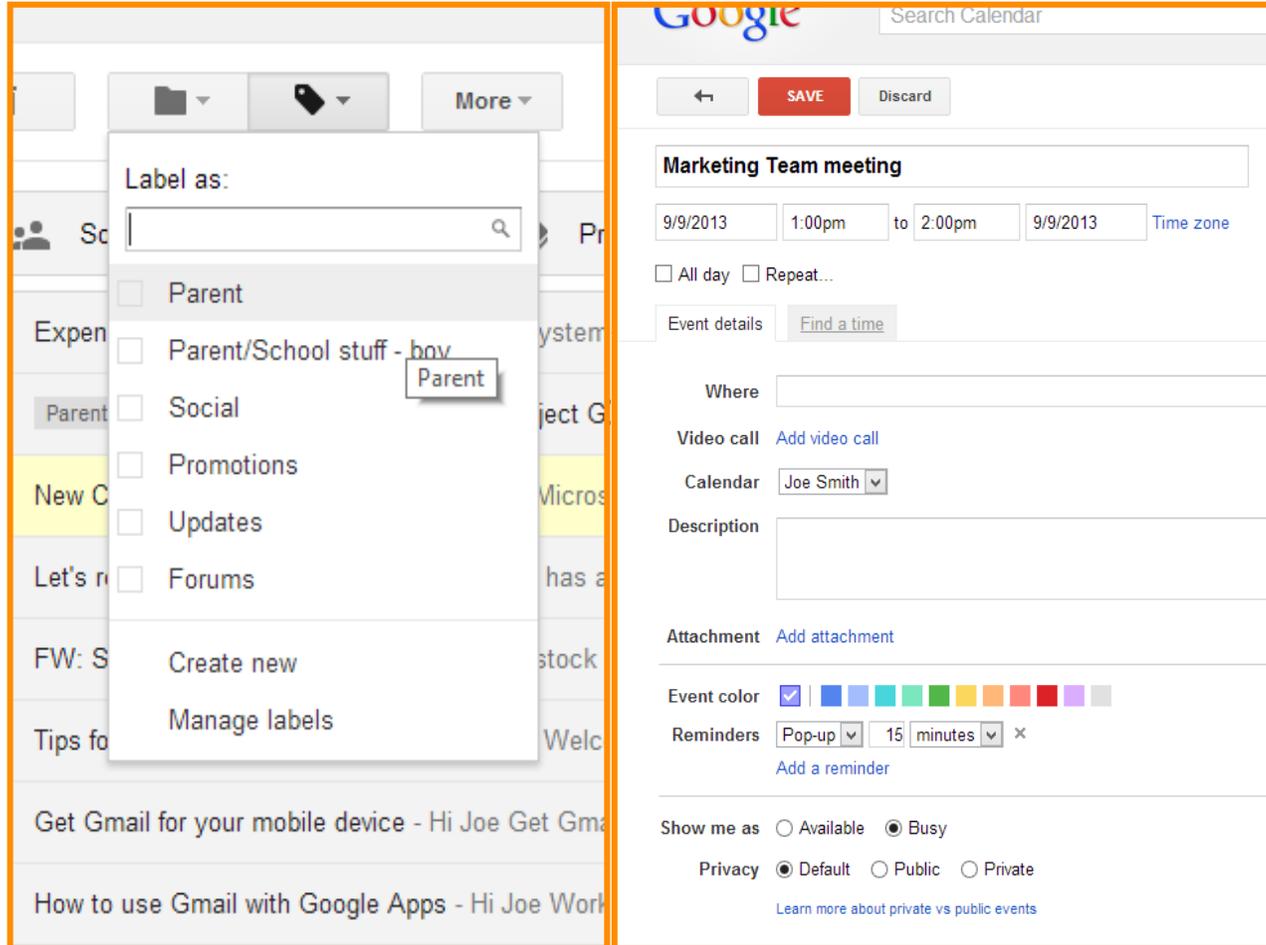
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The image displays three screenshots of Microsoft Outlook illustrating categorization features:

- Top Screenshot:** Shows an email inbox with messages categorized into groups like "Sales meetings", "Northwind project", and "Expenses".
- Middle Screenshot:** Shows a task list with tasks color-coded by category, such as "Business Review" (purple) and "Personal life" (yellow).
- Bottom Screenshot:** Shows a calendar view with events color-coded by category, such as "Project Team Meeting" (yellow), "Company Meeting" (green), and "Legal and Executive" (green).

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5. Find email in more ways

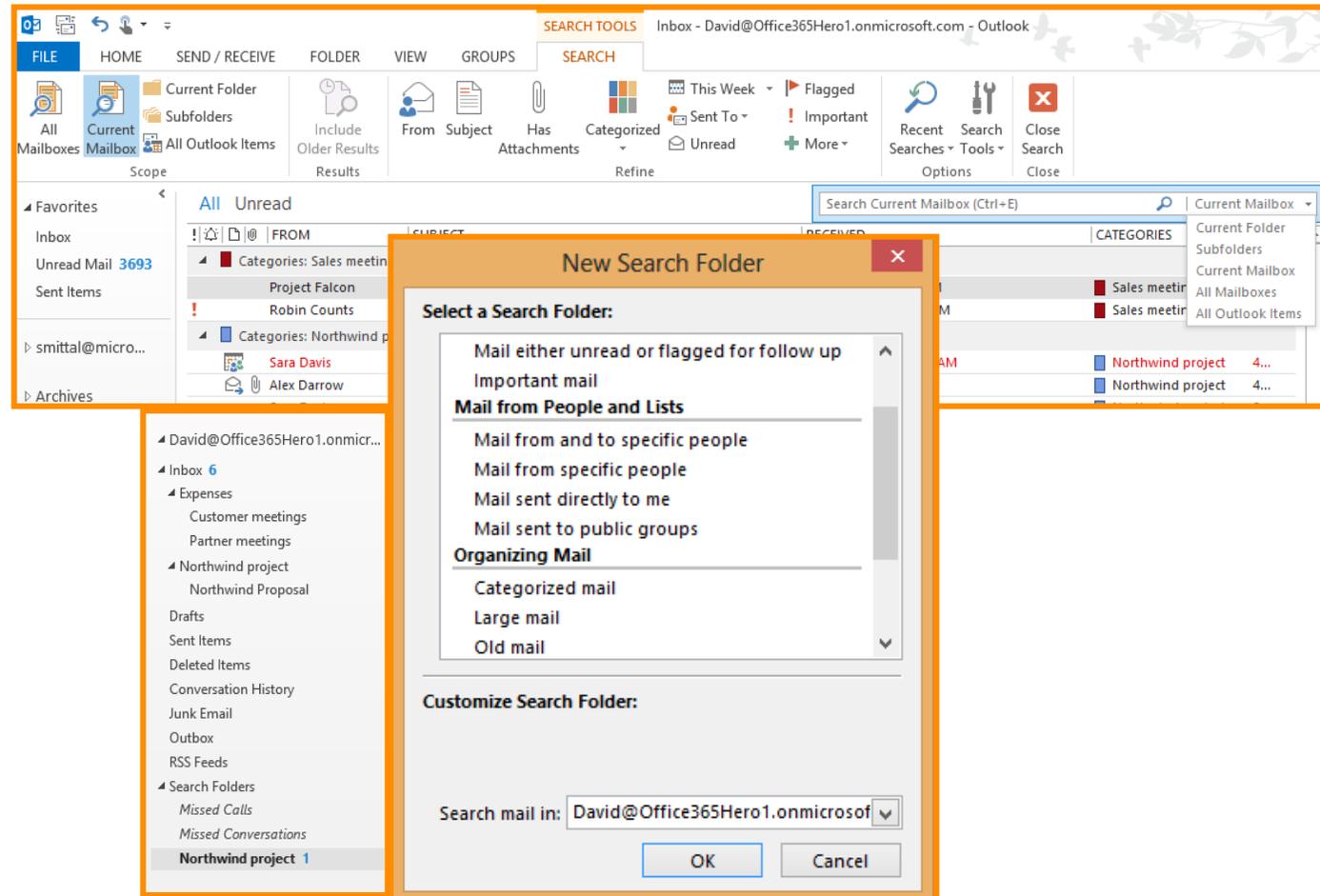
Outlook allows you to find emails in multiple ways – look in Folders, Sort By different columns, Search, Search folders



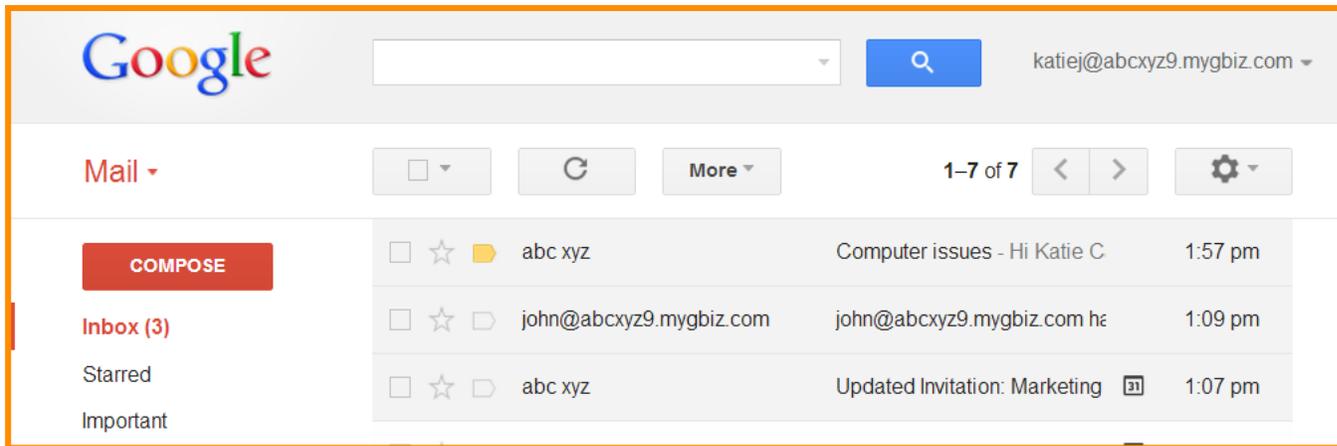
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6. Flag important emails for follow up

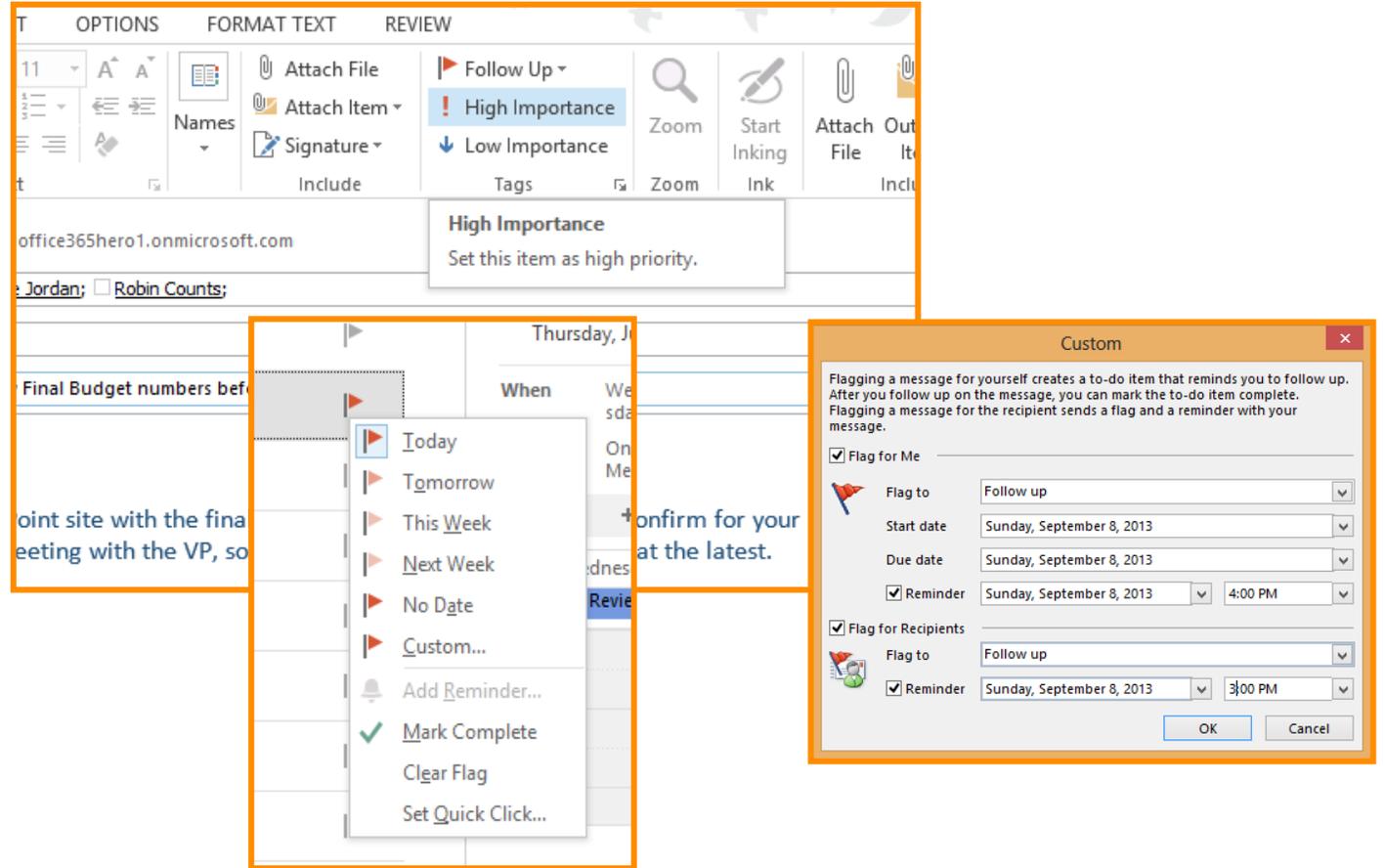
Outlook allows you to flag an email as important when sending and add reminders for follow up



In **Gmail**, you cannot mark emails important before sending or flag for follow up with reminders

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7. Rules – Stay organized and up to date

Users use rules in **Outlook** to move items to various folders, assign categories and setup notifications to stay organized and up-to-date



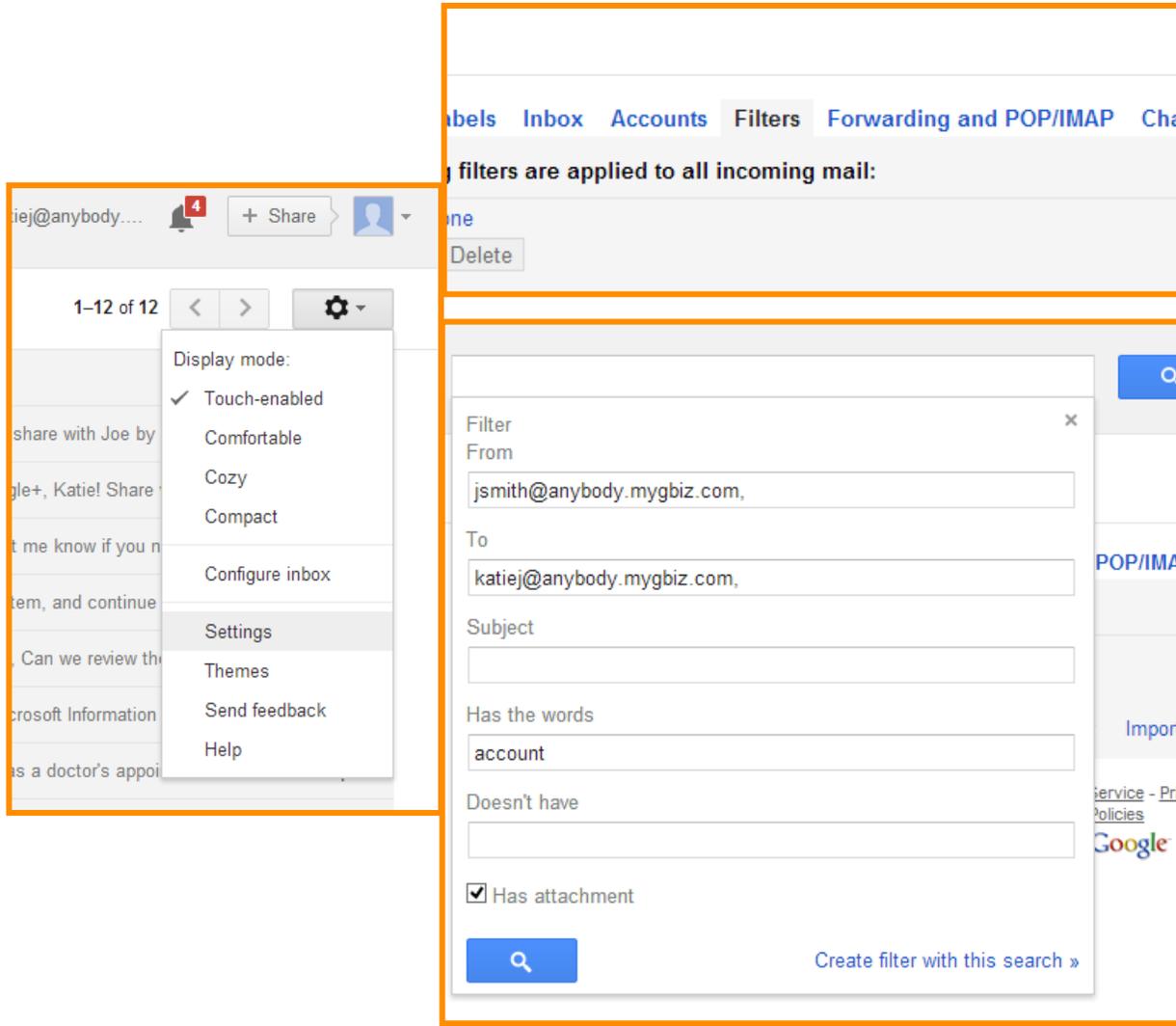
Gmail has Filters, but the actions you can take after you filter these emails is limited

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The image displays three screenshots from the Microsoft Outlook interface. The top screenshot shows the 'Rules' menu in the 'Northwind Proposal - Message (HTML)' window, with options for 'Always Move Messages From: Alex Darrow', 'Create Rule...', and 'Manage Rules & Alerts...'. The middle screenshot is the 'Rules Wizard' dialog box, showing 'Step 1: Select a template' with categories like 'Stay Organized' and 'Stay Up to Date'. The bottom screenshot is the 'Rules and Alerts' dialog box, showing 'E-mail Rules' for the 'Inbox' folder, with a list of rules including 'Garret Vargas (client-only)' and a detailed rule description for moving messages from 'Garret Vargas' to 'David Alexander'.

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8. Rich contact information

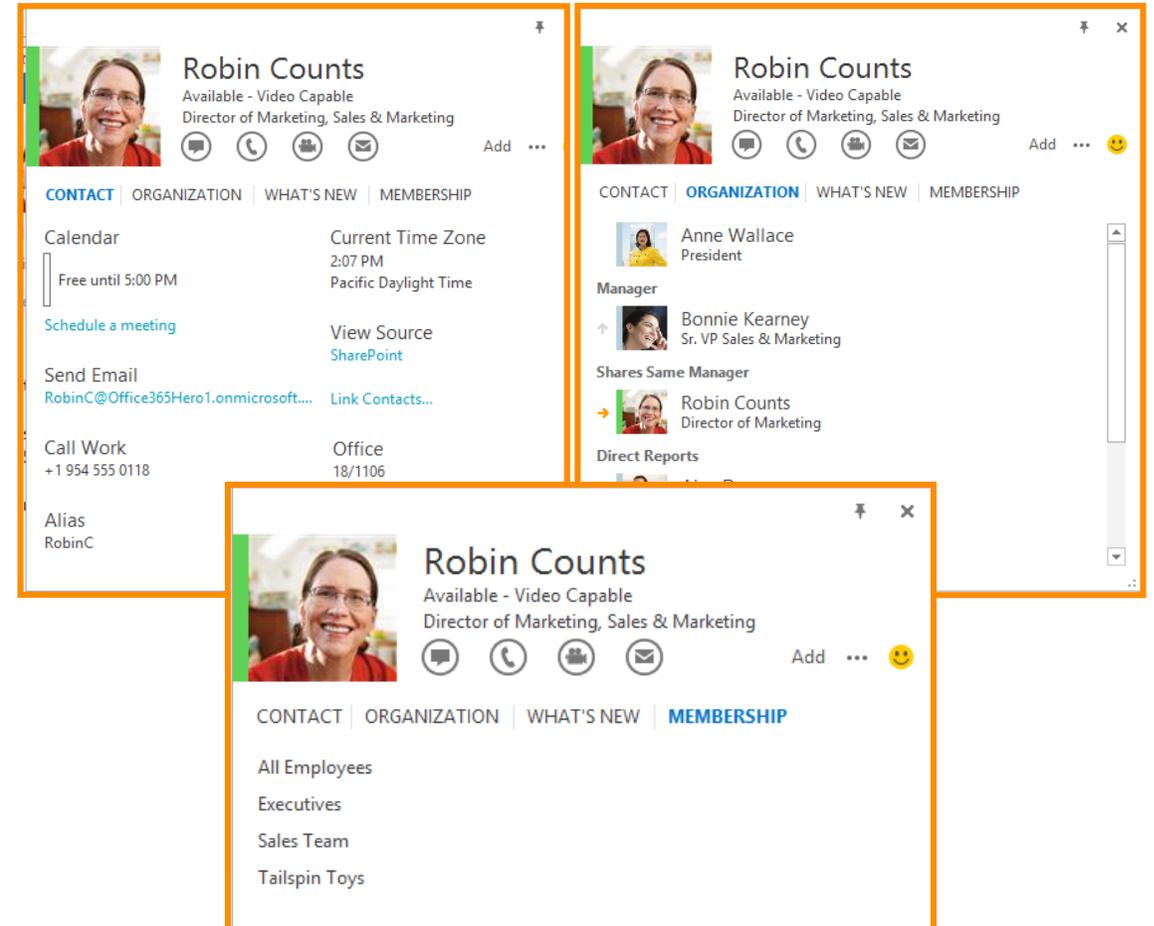
Outlook lets users view job titles, departments, hierarchy in the organization, photos, online status, schedules and more



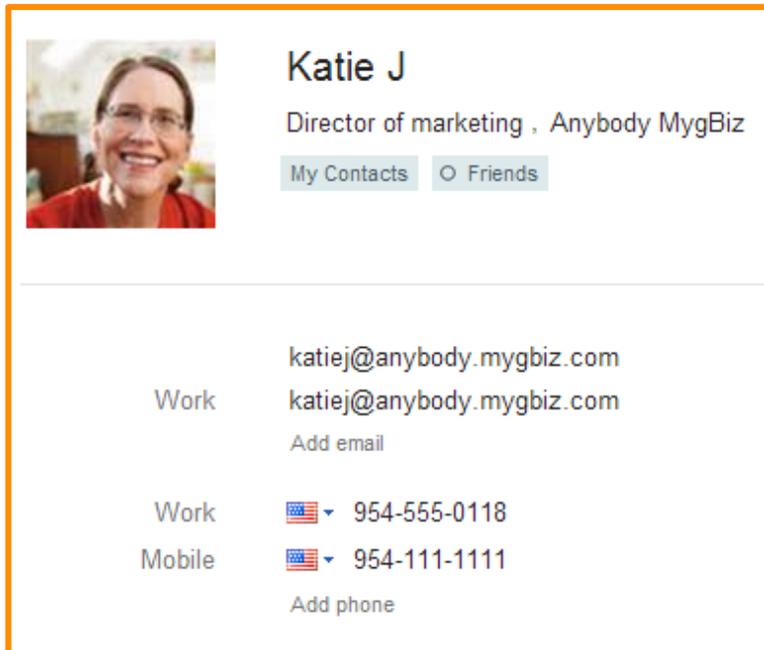
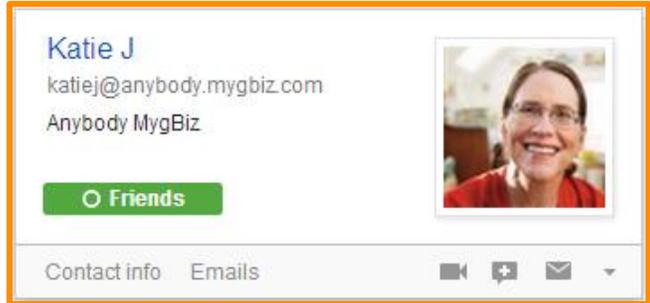
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9. Schedule meeting resources

Outlook allows you to see availability for and schedule, meeting rooms and projectors



In **Gmail** you do not see the availability for meeting resources.

9. Schedule meeting resources

Marketing Team Meeting

7/29/2013 9:00am to 10:00am 7/29/2013 [Time zone](#)

All day Repeat: **Weekly on Monday** [Edit](#)

Event details [Find a time](#)

Where [map](#)

Video call To join this video call, upgrade to Google+ | [Remove](#)

Calendar [v](#)

Description

Attachment [Add attachment](#)

Event color

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10. Mail Tips

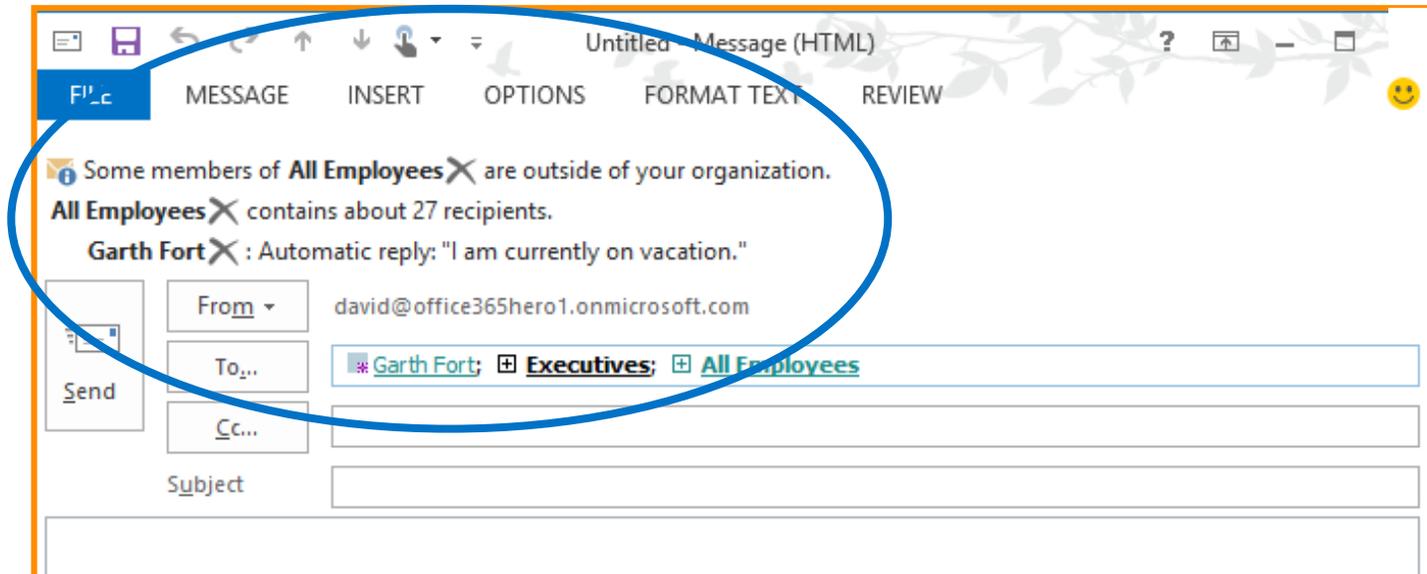
Outlook alerts you before sending to large distribution lists or to people with automatic responses



Gmail doesn't alert you like this.

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11. Ignore Conversations

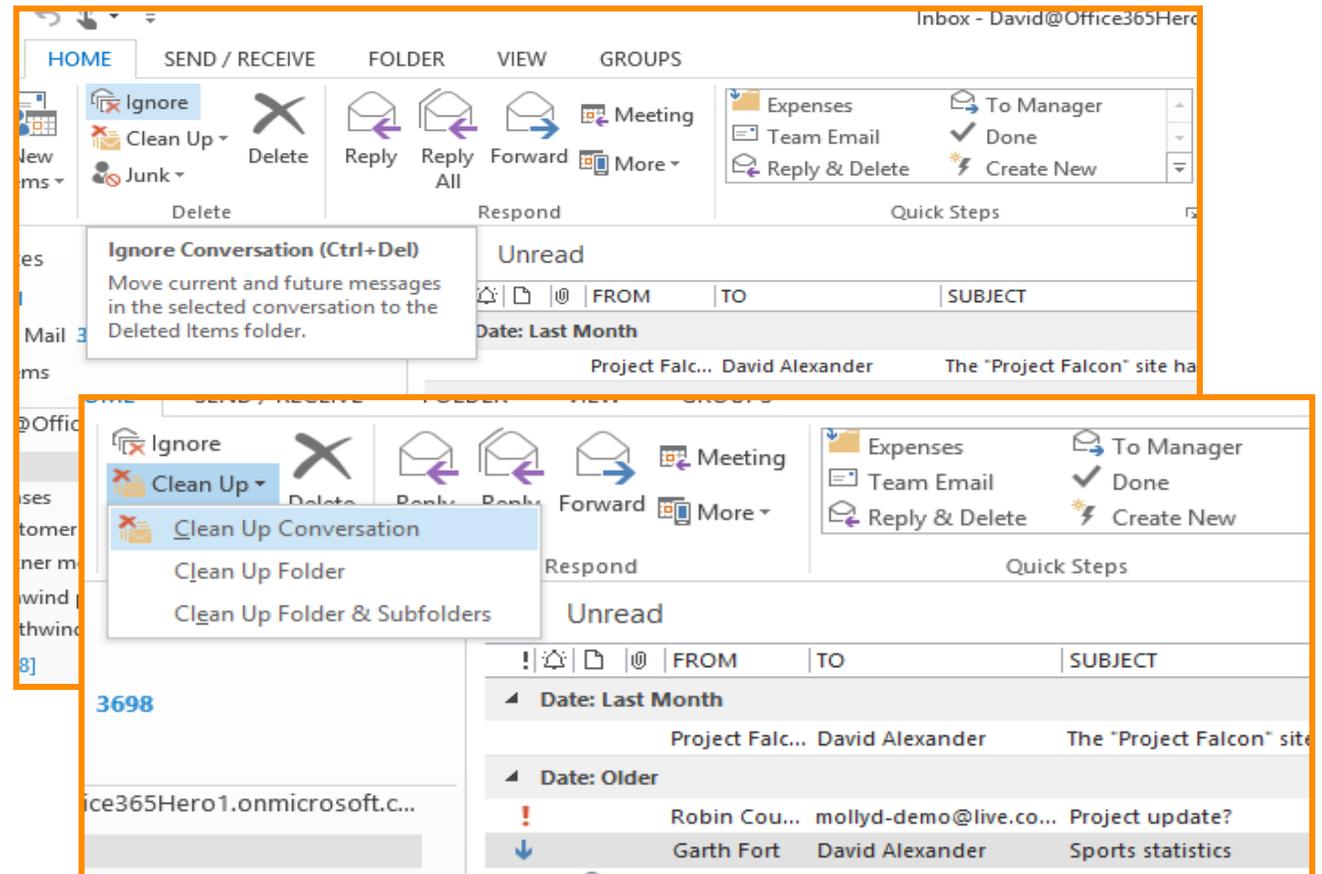
Outlook makes it easy to move irrelevant emails out of Inbox by ignoring conversations or cleaning them up



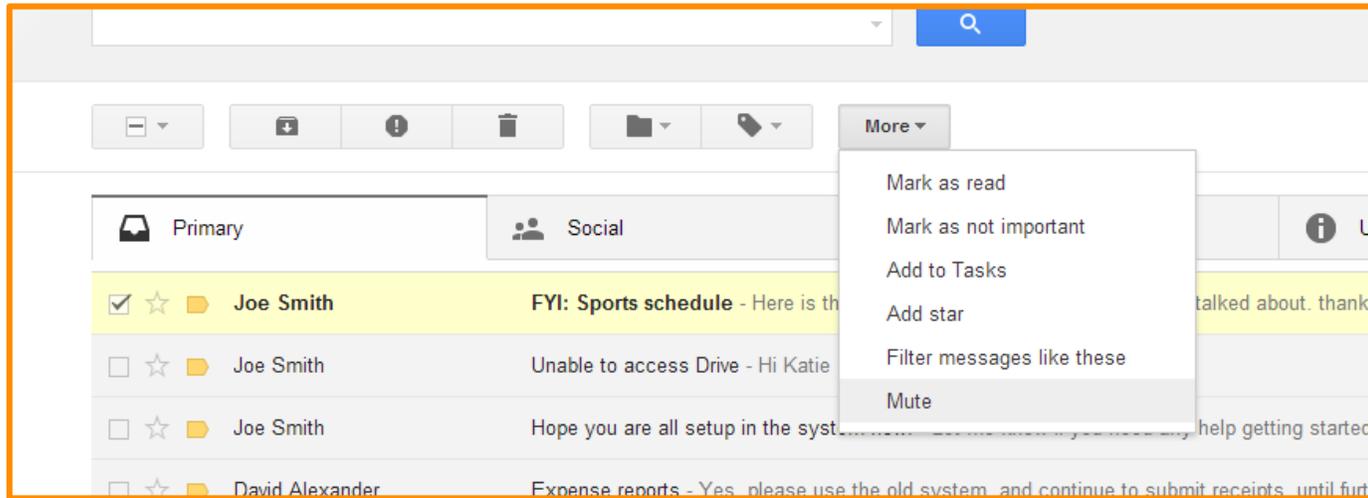
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12. Delegate Permissions

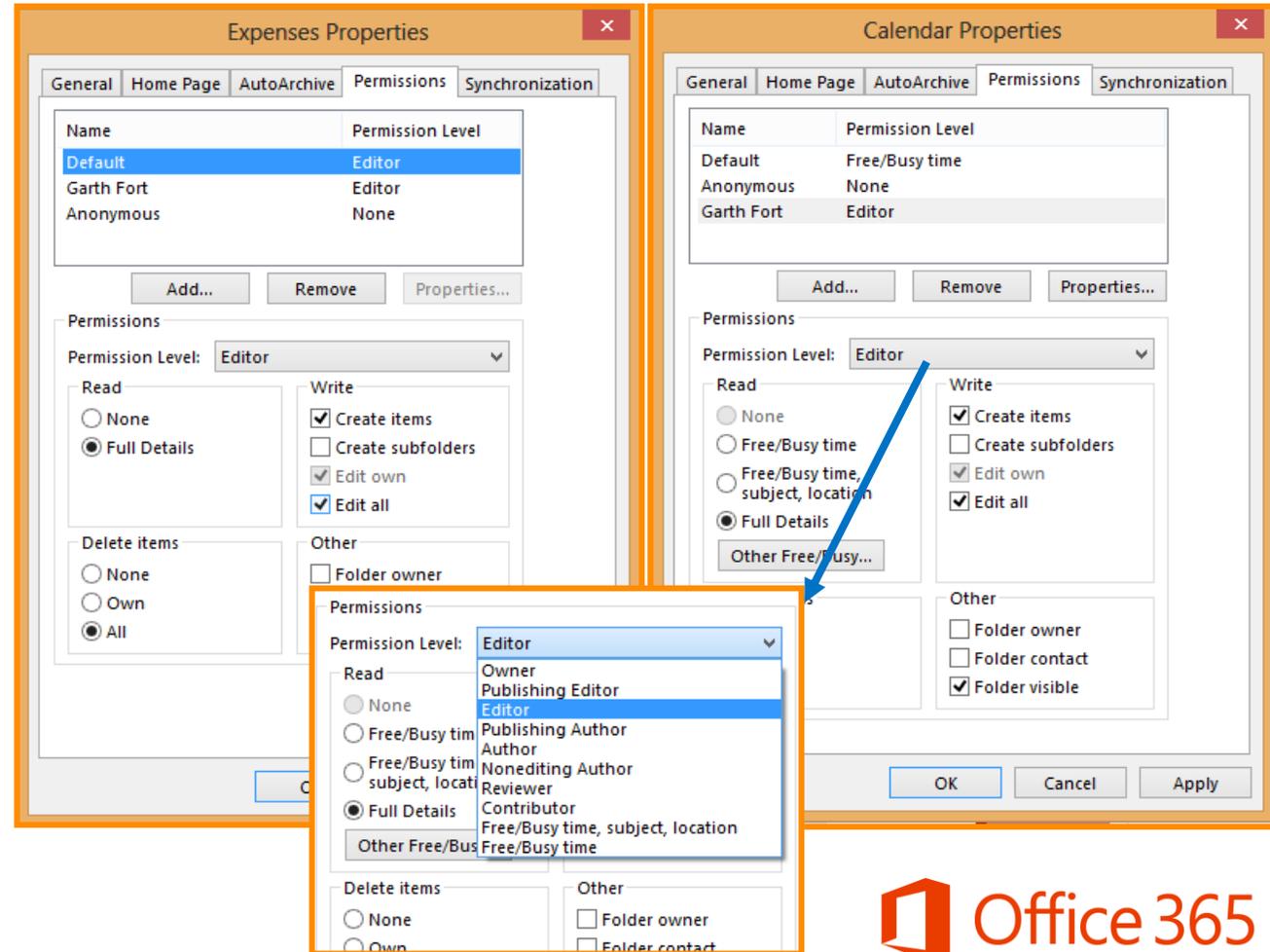
Outlook allows you to delegate access to folders and calendar to manage on behalf of you with different levels of permission.



Gmail and Google Calendar have limited capabilities around permissions

12. Delegate Permissions

Outlook allows you to delegate access to folders and calendar to manage on behalf of you with different levels of permission.



12. Delegate Permissions

Google Search Calendar katiej@anybody.my

Katie J Details

[Calendar Details](#) [Share this Calendar](#) [Reminders and notifications](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

Share this calendar with others [Learn more](#)

Make this calendar public See only free/busy (hide details)

Share this calendar with everyone in the organization ABCD See all event details

Share with specific people

Person	Permission Settings
<input type="text" value="Enter email address"/>	See all event details Add Person
"katiej@anybody.mygbiz.com" <katiej@anybody.mygbiz.com>	Make changes AND manage sharing

[« Back to calendar](#) [Save](#) [Cancel](#)

Gmail and Google Calendar have limited capabilities around permissions

Microsoft

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