

12 Reasons Why Users Prefer Outlook over Gmail at work



Office 365

1. Hub to get work done, consistently

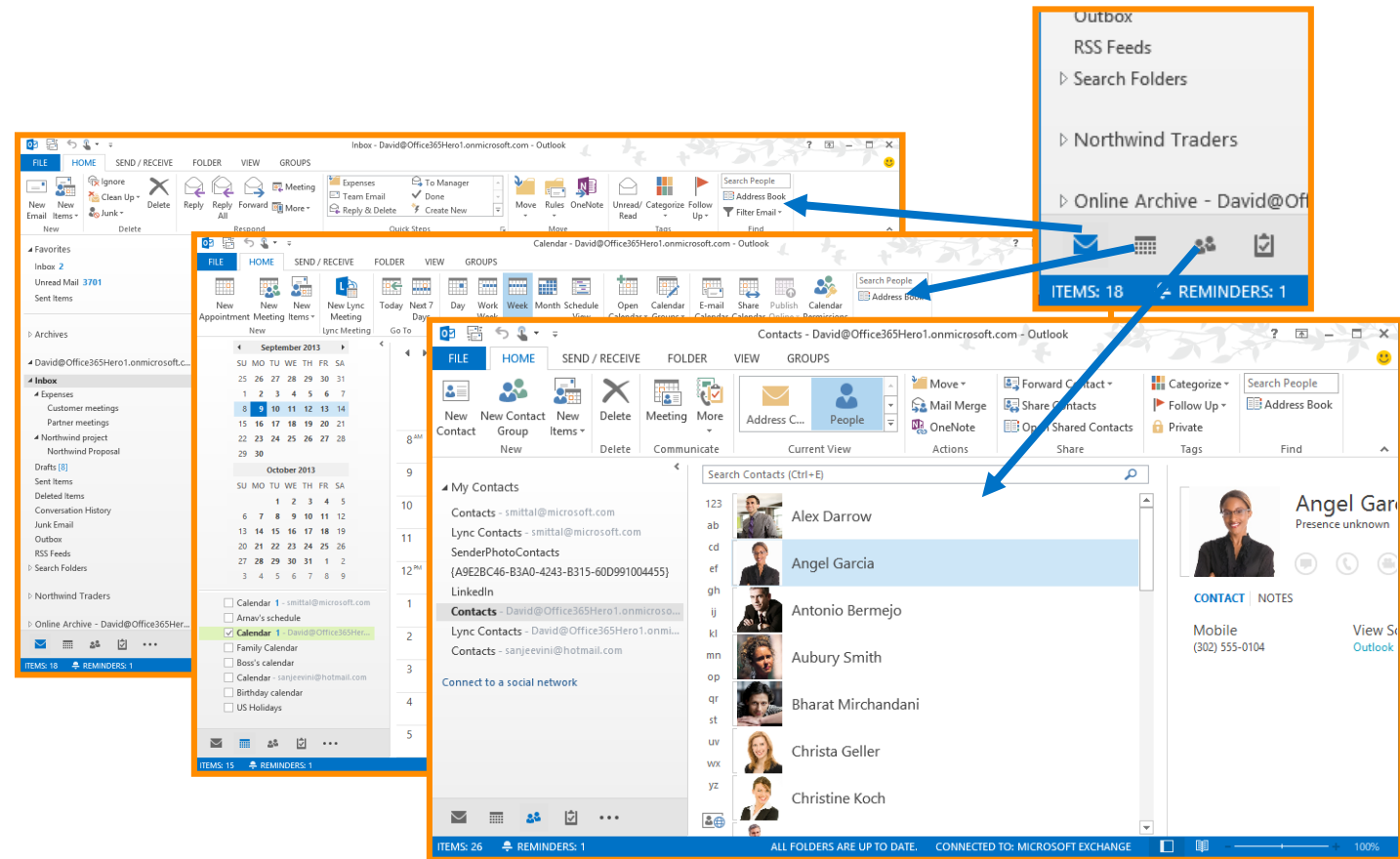
Users tell us how they love the consistent experience of **Outlook** since it gets them going on their task without much thinking.



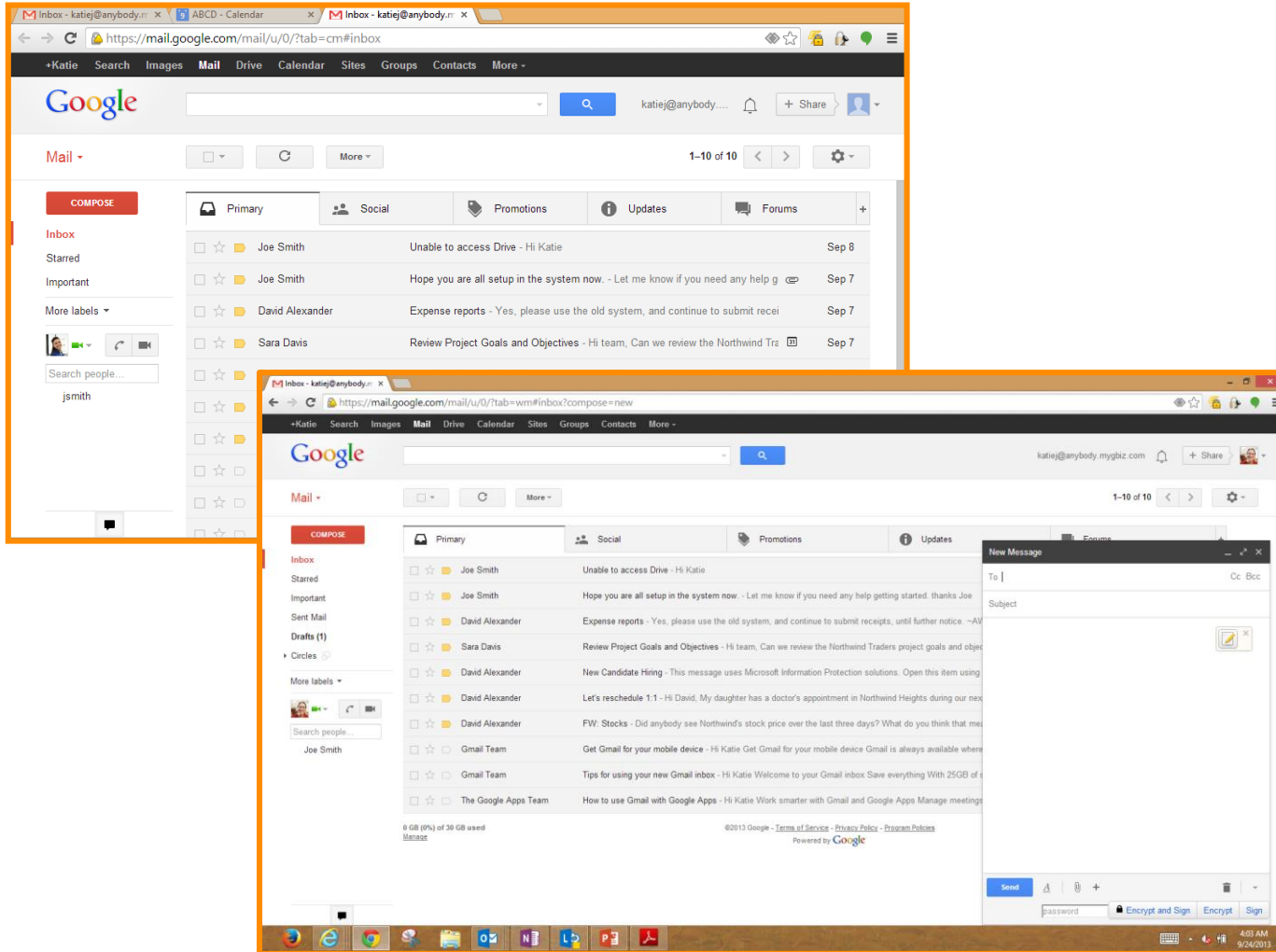
Gmail frequently tries a new experience, requiring users to learn new interface.

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2. Offline access to all of your email

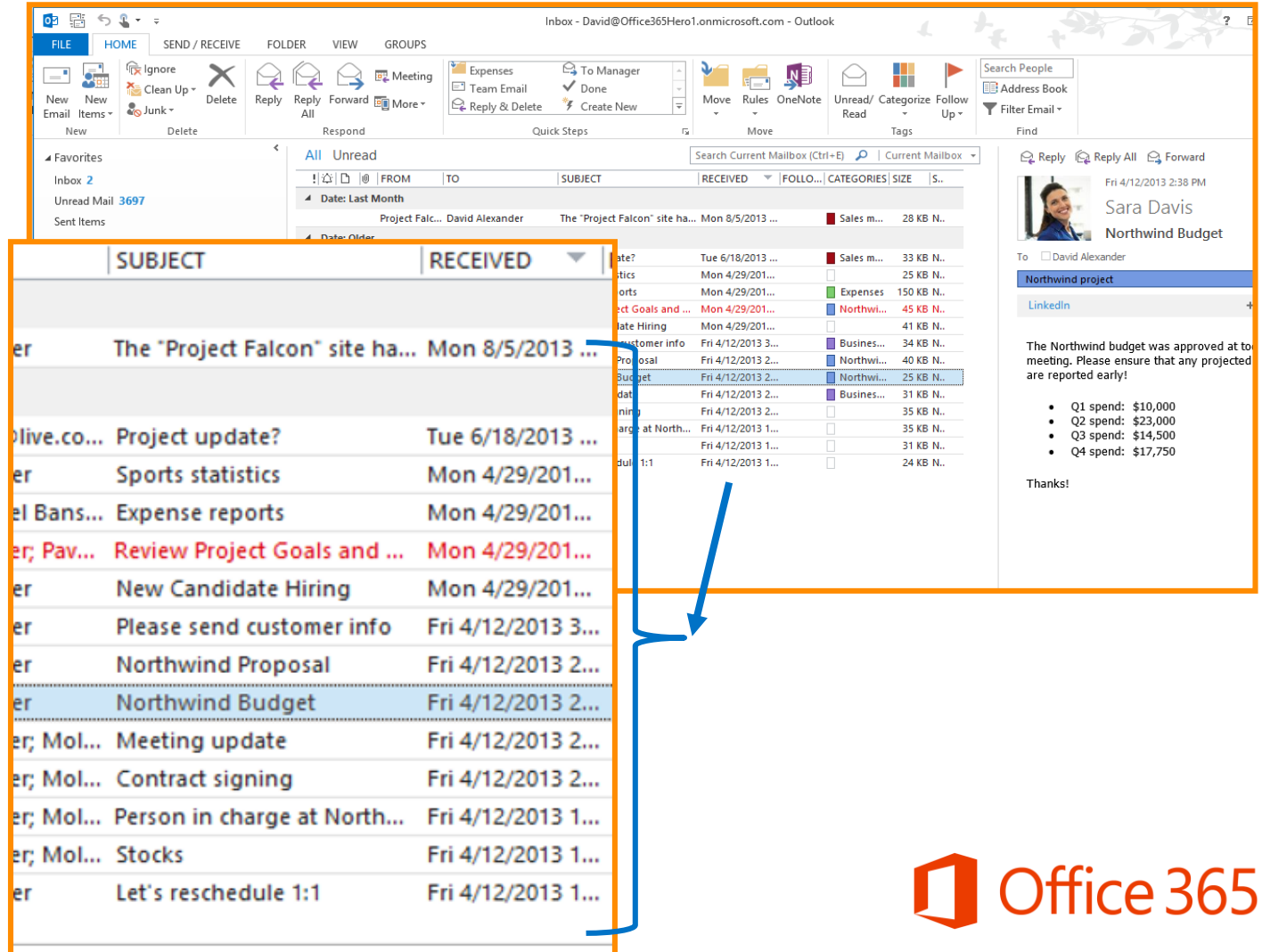
With **Outlook**, all of their email is available when the user is not connected to the internet



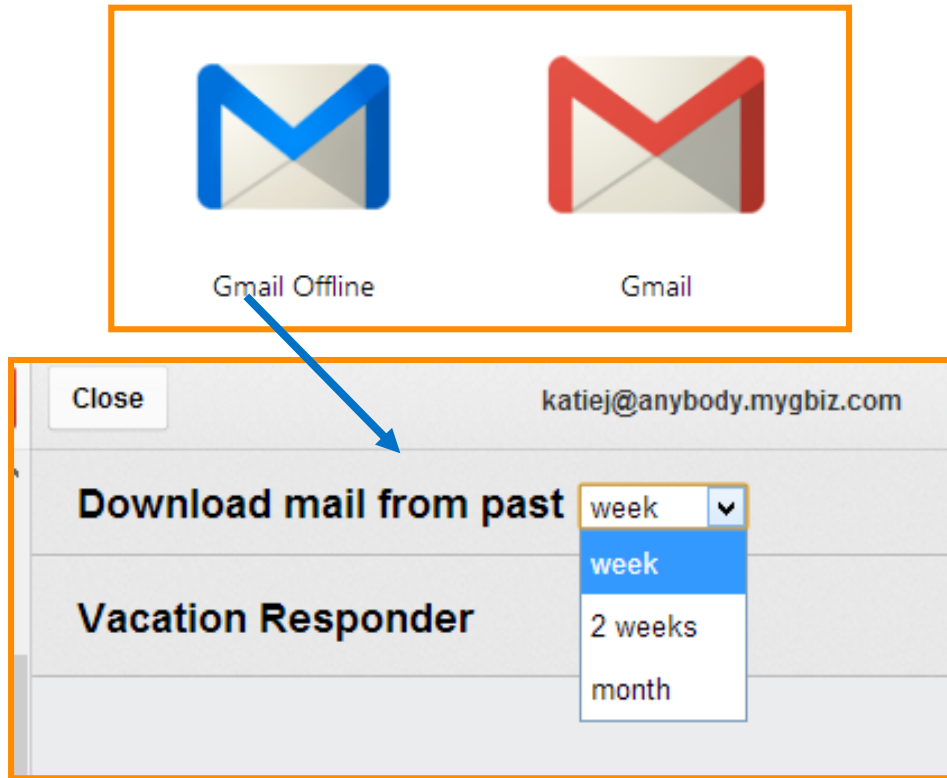
Gmail Offline only runs in some browsers and only past month's email is available when you're offline

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3. Organize email in multiple ways

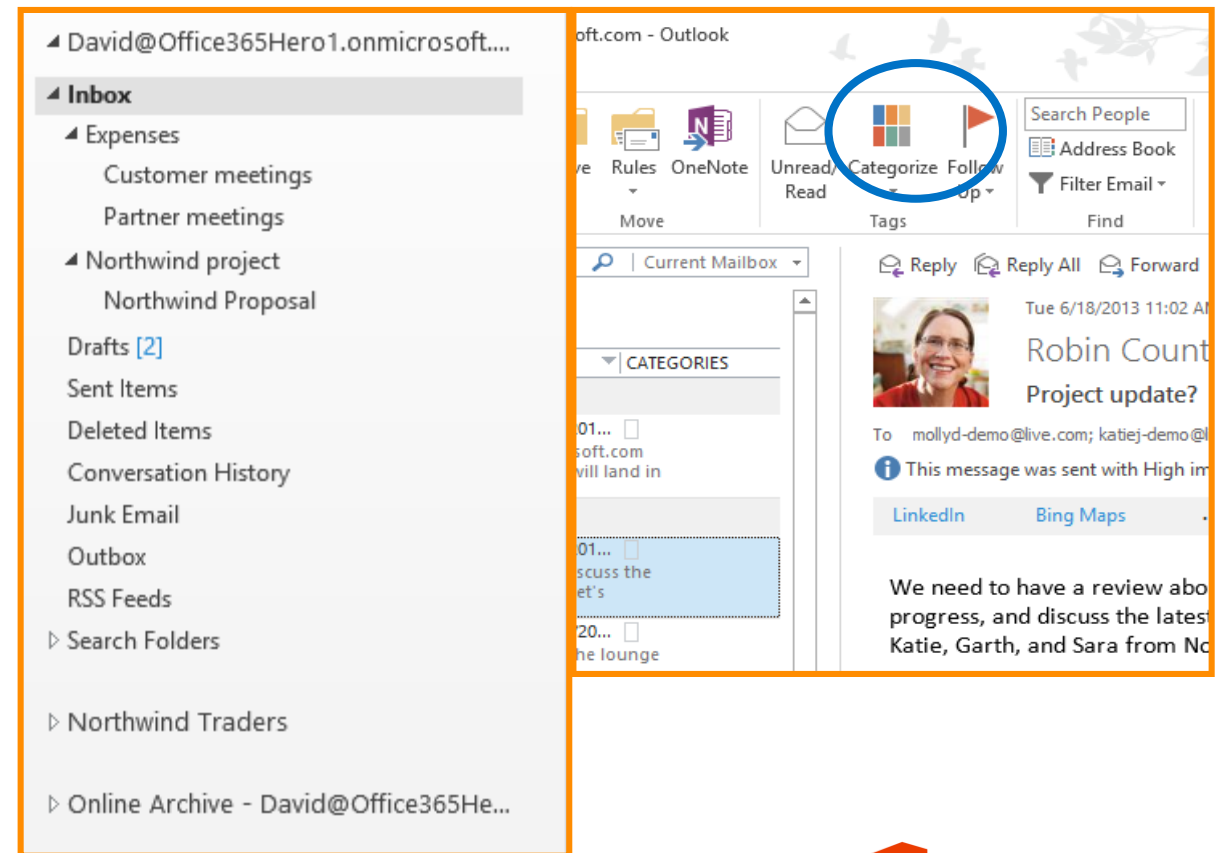
Outlook allows users to organize email in several ways - folders, arrange folders however they wish, categories



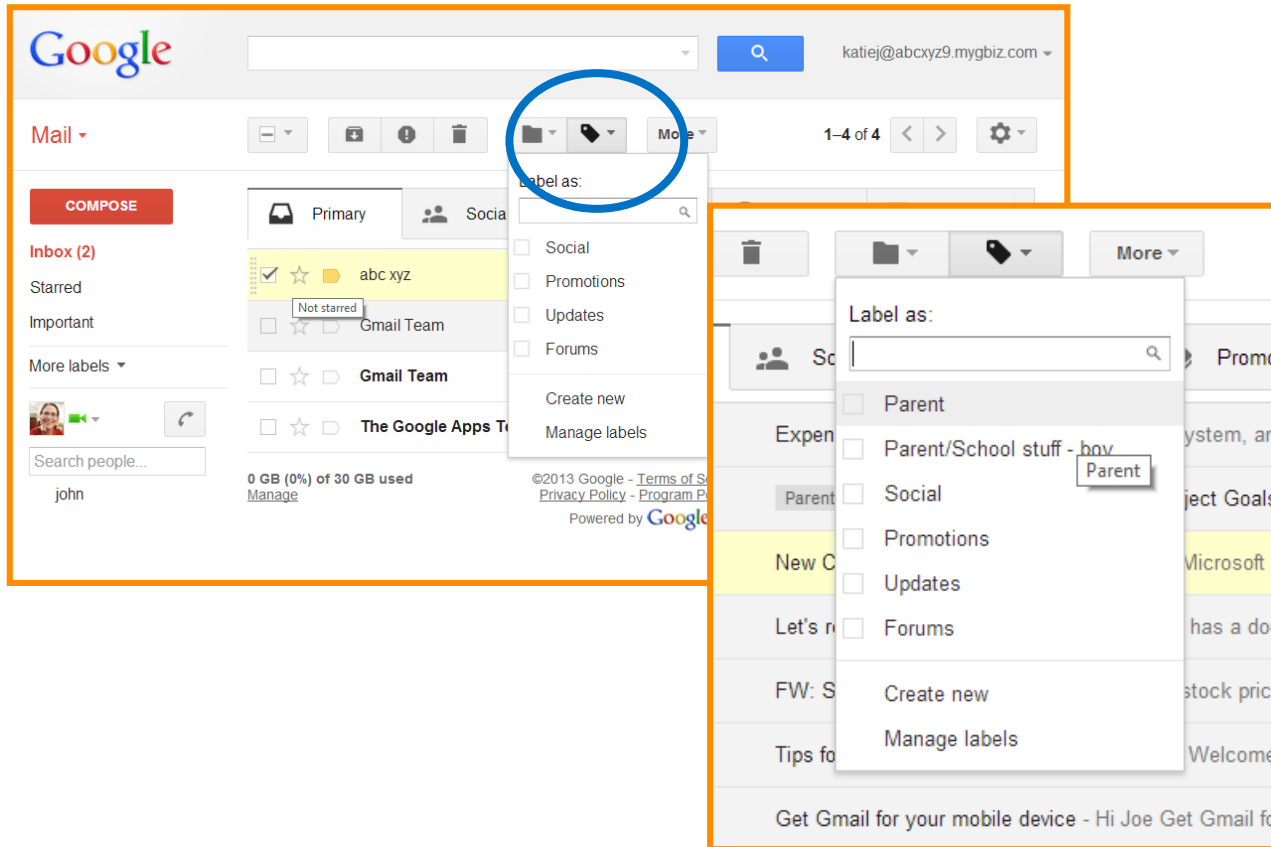
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4. Categorize different items to stay organized

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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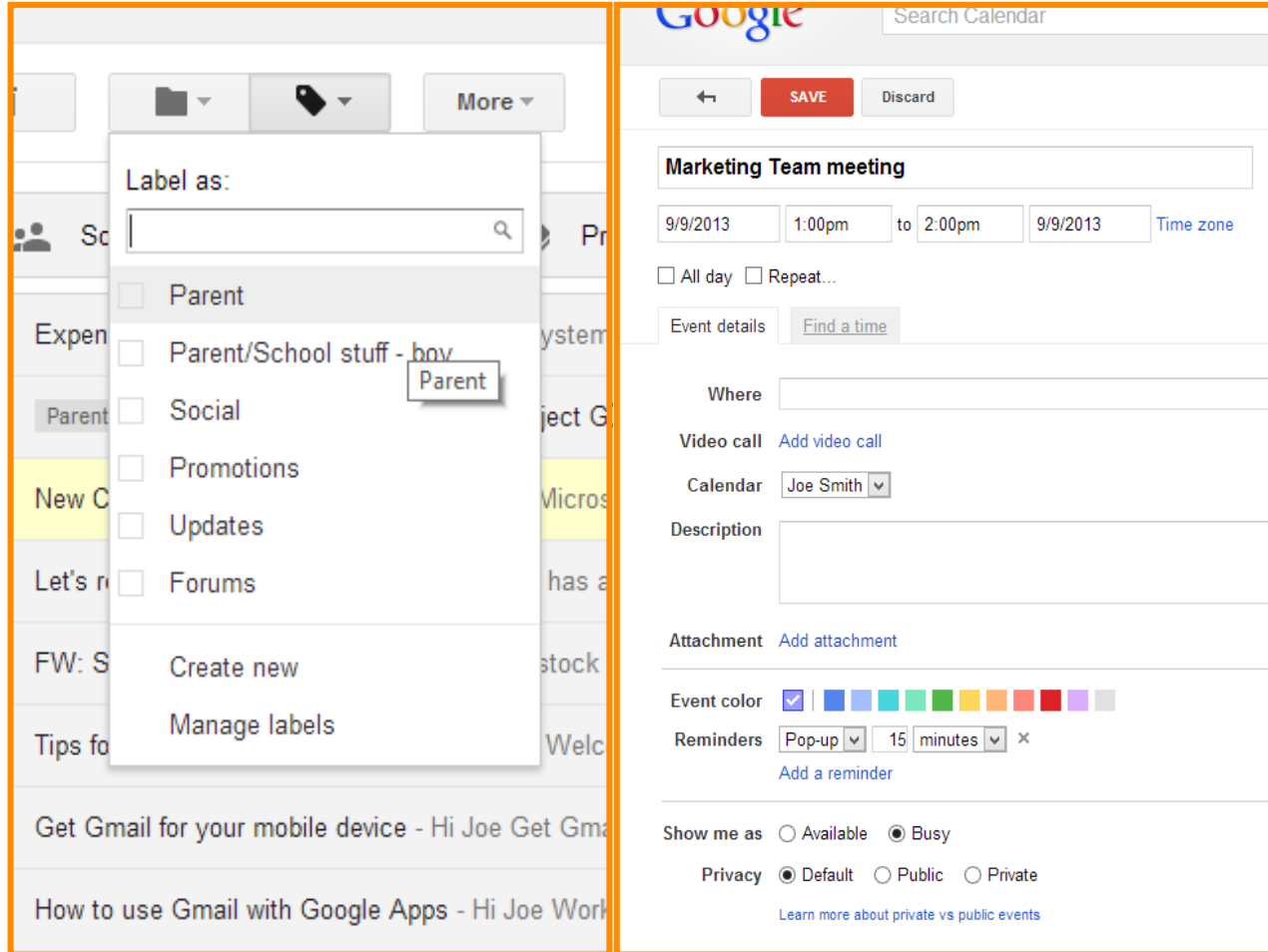
The first screenshot shows the Outlook inbox with a list of emails. The 'Categories' column is visible, showing that emails are categorized into groups like 'Sales meetings', 'Northwind project', and 'Expenses'. The second screenshot shows the 'My Tasks' pane, where tasks are listed with columns for 'SUBJECT', 'STATUS', 'DUE DATE', 'MODIFIED', 'DATE COMPLETED', 'IN FOLDER', and 'CATEGORIES'. Tasks are color-coded based on their category. The third screenshot shows a calendar view with various events color-coded to match their categories, such as 'Sales Team Meeting' (orange), 'Company Meeting' (green), 'Project Team Meeting' (yellow), and 'Legal and Executive' (green).

Category	Item	Subject	Date/Time
Sales meetings	Project Falcon	The 'Project Falcon' site has a new mailbox	Mon 8/5/2013 7:18 PM
Sales meetings	Robin Counts	Project update?	Tue 6/18/2013 11:02 AM
Northwind project	Sara Davis	Review Project Goals and Objectives	Mon 4/29/2013 11:07 AM
Northwind project	Alex Darrow	Northwind Proposal	Fri 4/12/2013 2:47 PM
Northwind project	Sara Davis	Northwind Budget	Fri 4/12/2013 2:38 PM
Expenses	Anne Wallace	RE: Expense reports	Mon 4/29/2013 11:48 AM

Task	Status	Due Date	Modified	Completed	Folder	Category
expense reports	Not Started	Fri 4/12/2013	Thu 7/25/2013 2:05 PM	None		Business Review
quarterly business review	In Progress	Fri 8/9/2013	Fri 7/26/2013 5:32 AM	None		Business Review
pick up the enrollment form...	Not Started	Fri 9/6/2013	Sat 9/7/2013 6:20 PM	None		Personal life
Northwind meeting	In Progress	Wed 4/10/2013	Sat 4/13/2013 6:40 PM	None		Business Review

Time	Event	Category
7		
8		
9	Sales Team Meeting	Sales meetings
10	Weekly call with...	Northwind project
11		
12 PM		
1	Weekly check-in w/ Engineering Lal	Northwind project
2	FW: Tailspin To...	Business Review
3	Project Tailspin Conference Ro...	Business Review
4	Weekly call with...	Northwind project
5		
6		

4. Categorize different items to stay organized



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

5. Find email in more ways

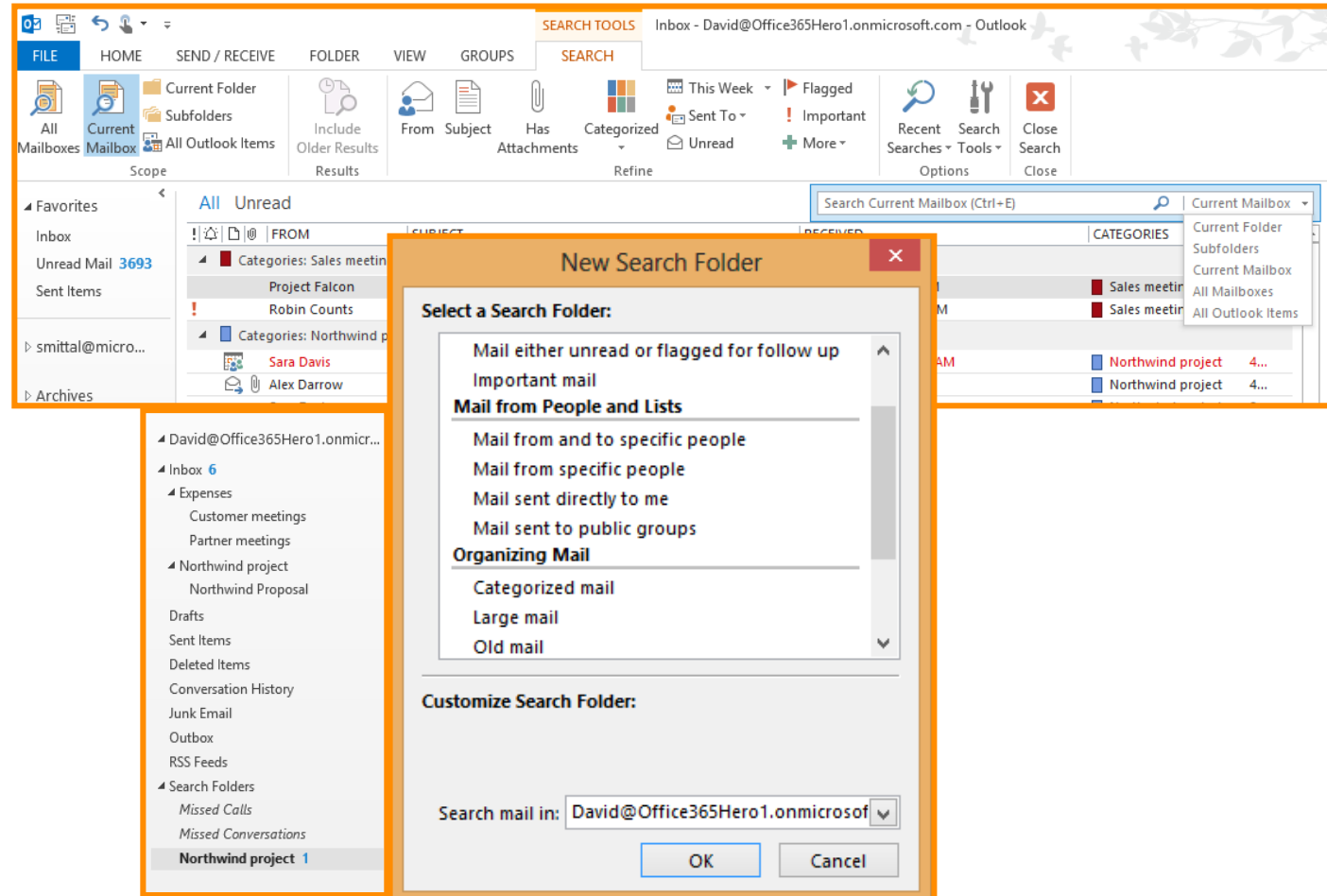
Outlook allows you to find emails in multiple ways – look in Folders, Sort By different columns, Search, Search folders



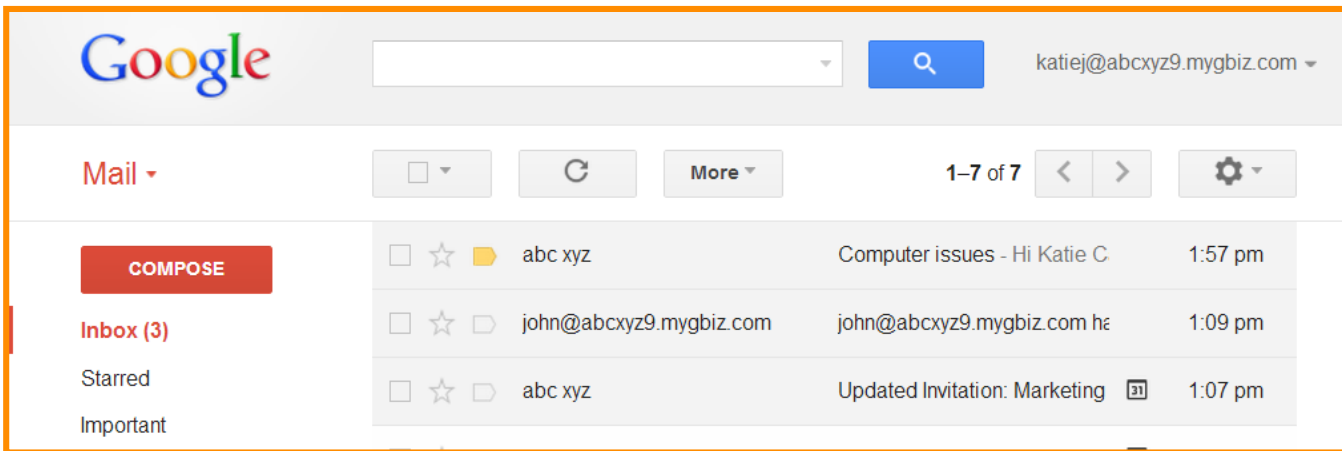
Gmail only allows you to search, so you need to know what you are looking for.

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6. Flag important emails for follow up

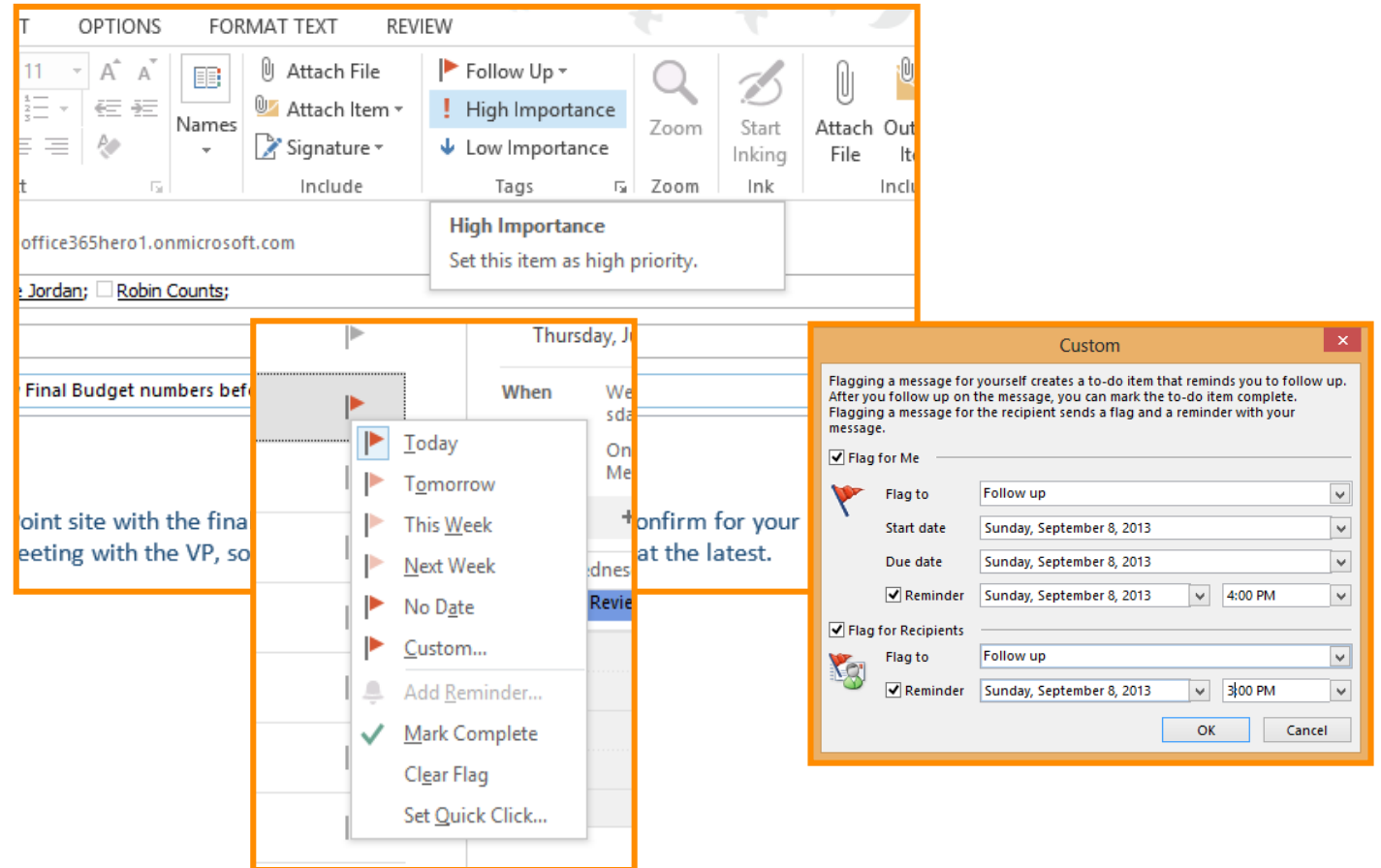
Outlook allows you to flag an email as important when sending and add reminders for follow up



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

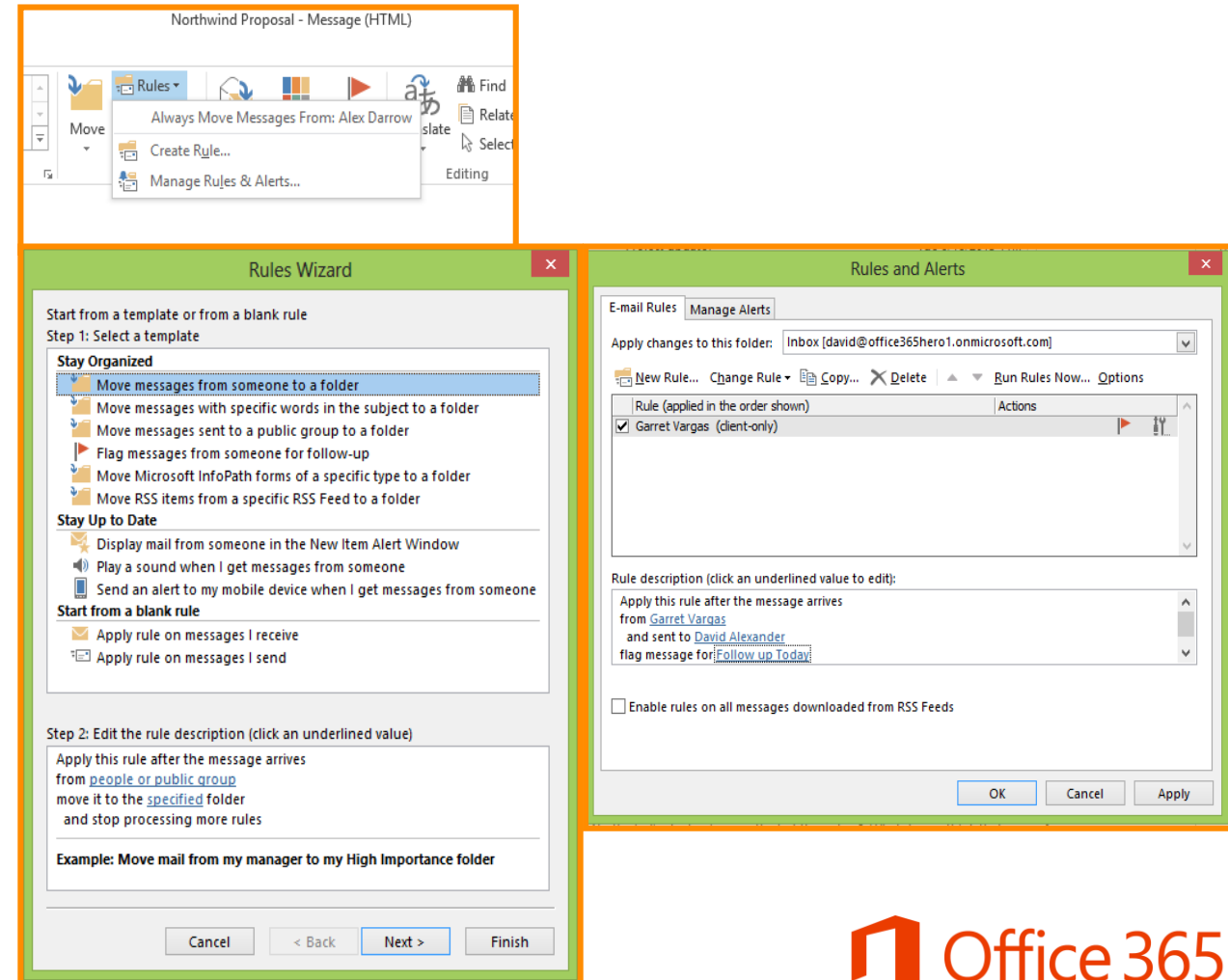
Users use rules in **Outlook** to move items to various folders, assign categories and setup notifications to stay organized and up-to-date



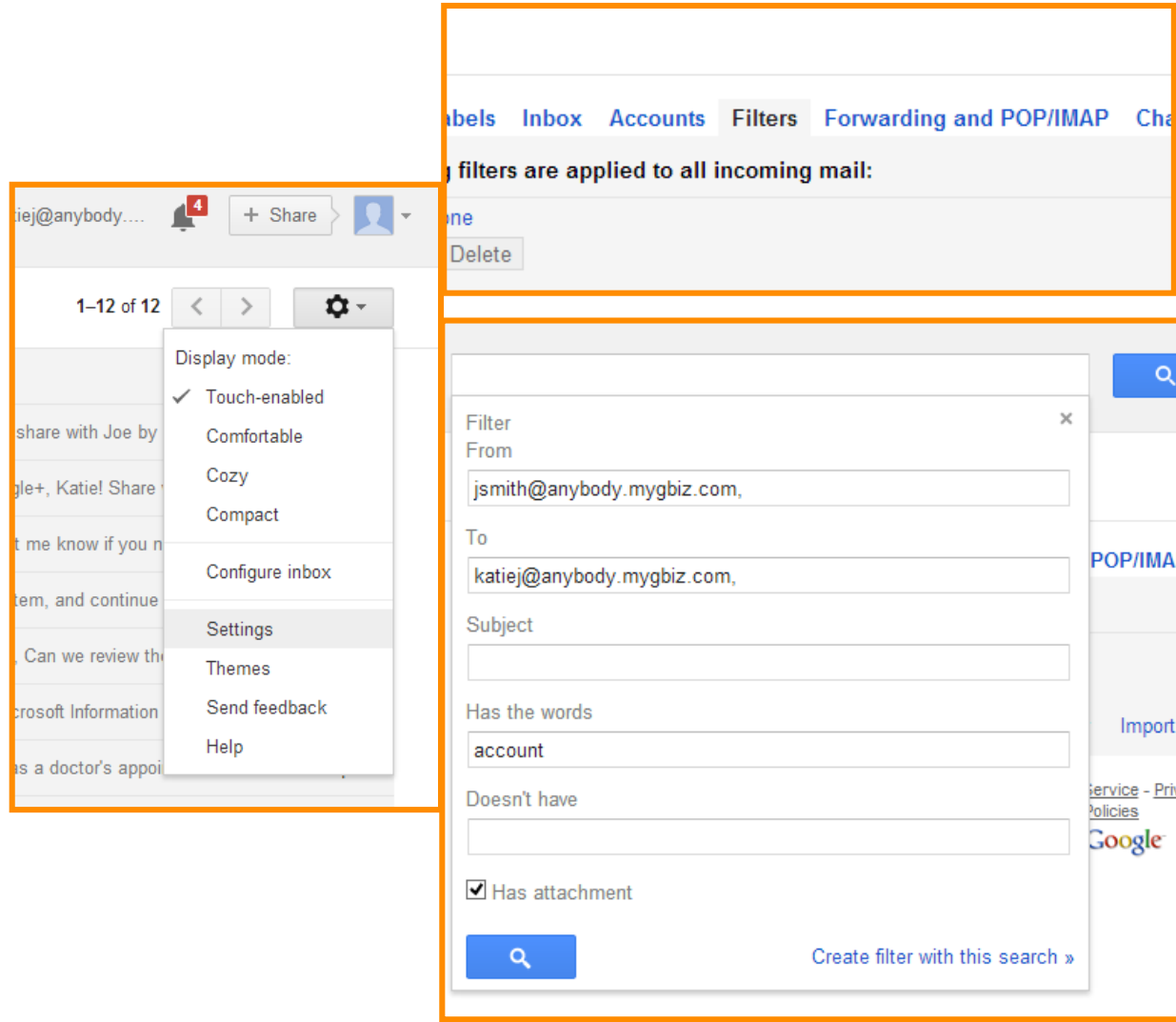
Gmail has Filters, but the actions you can take after you filter these emails is limited

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8. Rich contact information

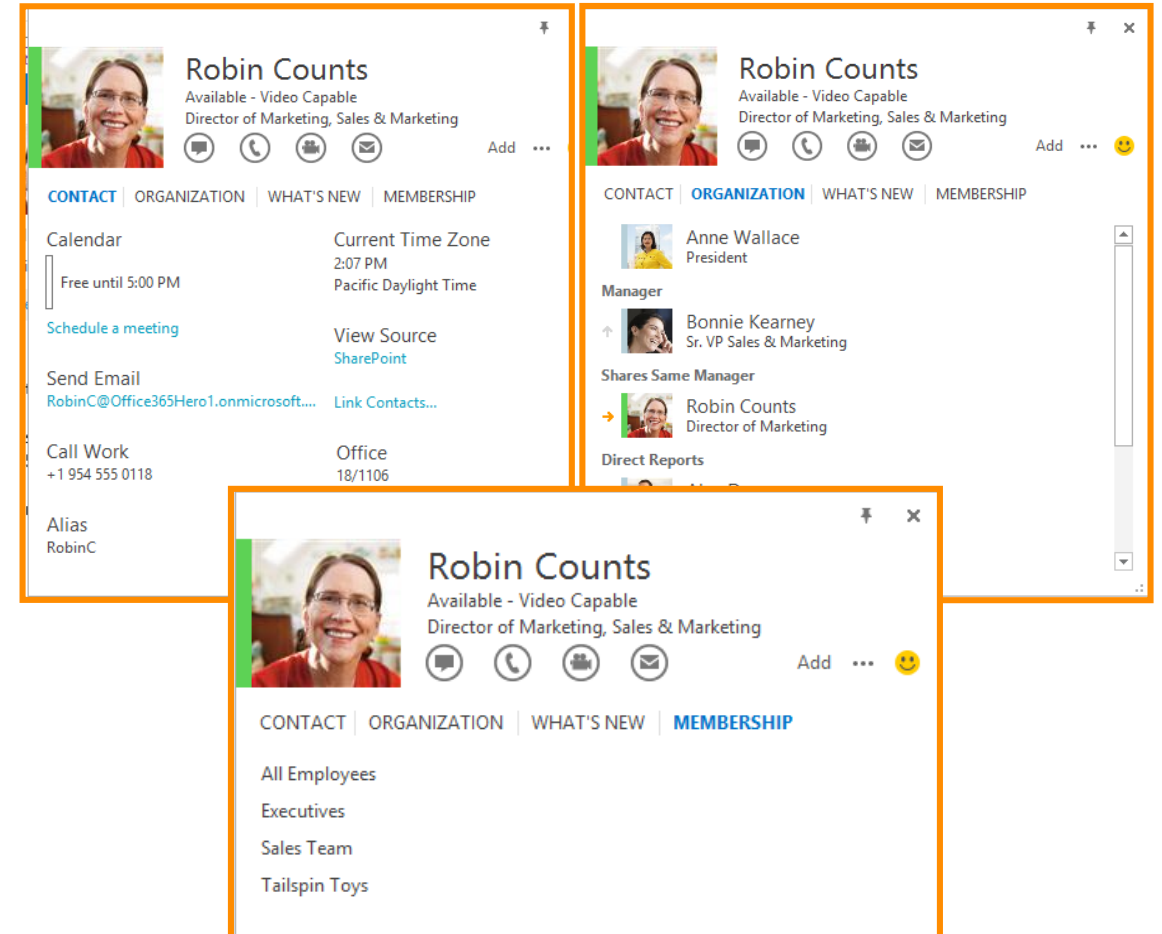
Outlook lets users view job titles, departments, hierarchy in the organization, photos, online status, schedules and more



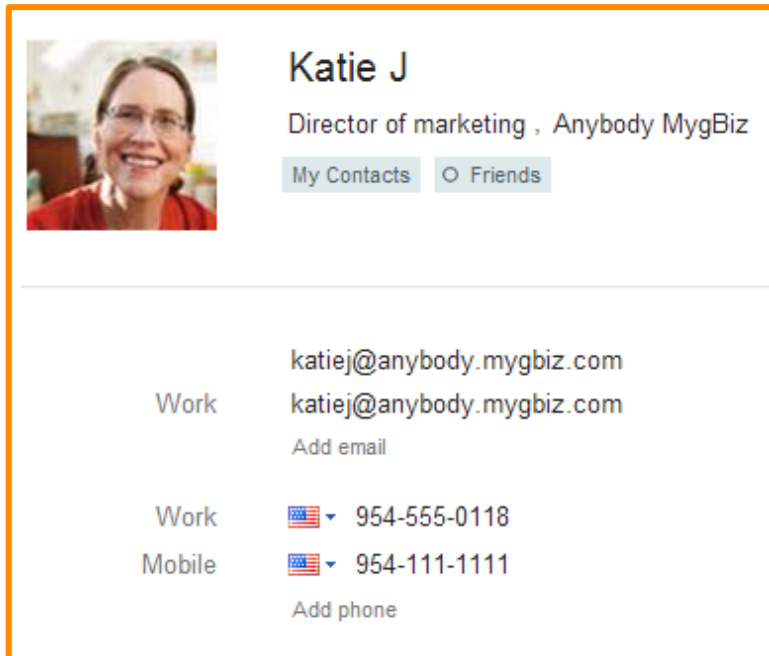
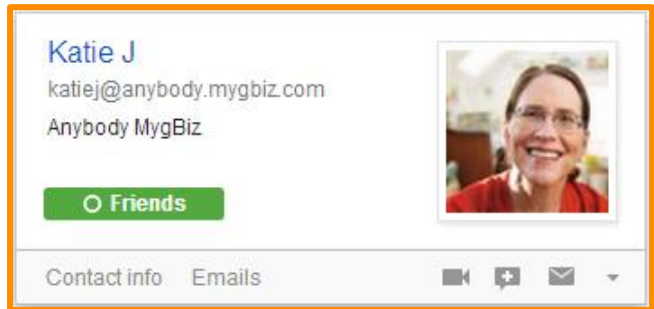
Gmail only gives users' basic contact information

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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 cannot see the availability for meeting resources.

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

The screenshot displays the Outlook 'Appointment' window with the 'Scheduling Assistant' tab selected. The 'To...' field lists 'Robin Counts', 'Katie Jordan', and 'Conf Room Baker'. The subject is 'Marketing meeting' and the location is 'Conf Room Baker'. The start time is 'Tue 9/10/2013' at '12:00 PM' and the end time is '12:30 PM'. The 'Room Finder' pane on the right shows a calendar for September 2013 with the 10th highlighted. Below the calendar, there are options to 'Show a room list' (set to 'Custom') and 'Choose an available room' (set to 'Conf Room Baker').

The bottom part of the screenshot shows the 'Scheduling Assistant' view for 'Tuesday, September 10, 2013'. It displays a grid of time slots from 4:00 AM to 3:00 PM. The 'All Attendees' list on the left includes 'David Alexander', 'Robin Counts', 'Katie Jordan', and 'Conf Room Baker'. The grid shows that 'David Alexander' and 'Robin Counts' are available from 4:00 AM to 11:00 AM, while 'Katie Jordan' and 'Conf Room Baker' are available from 12:00 PM to 3:00 PM. The 'Weekly call' is scheduled for 10:00 AM, and 'FW: Tailspin' is scheduled for 2:00 PM.

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

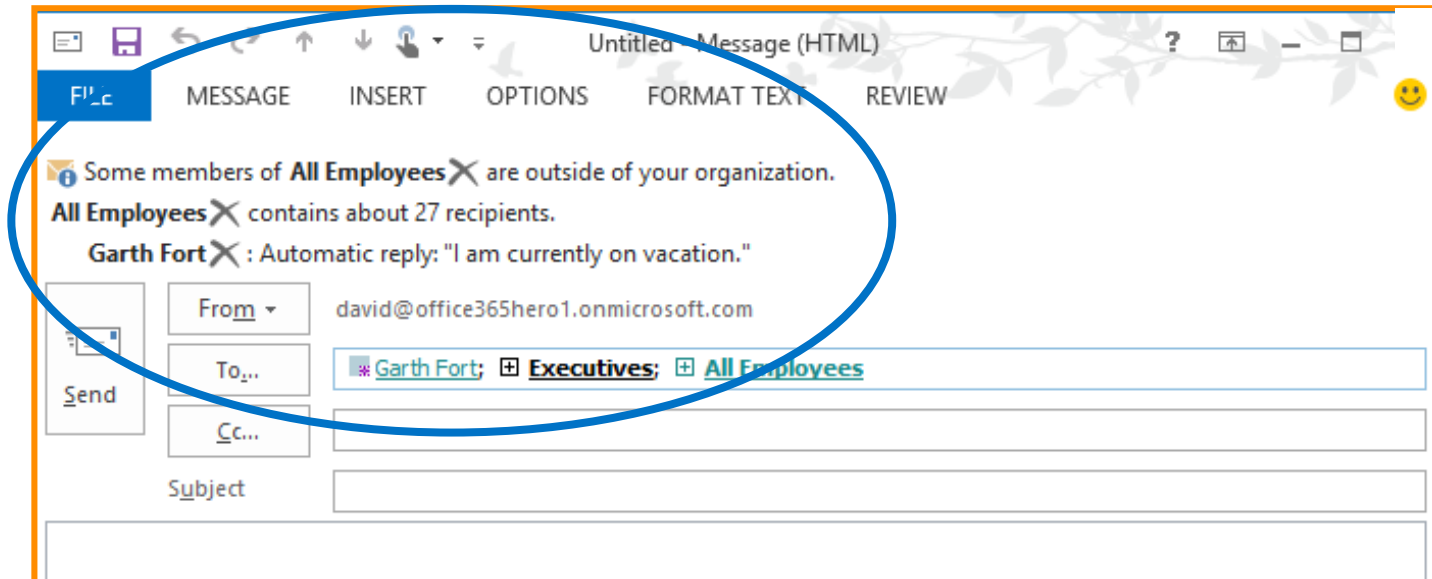
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Gmail doesn't alert you like this.

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11. Ignore Conversations

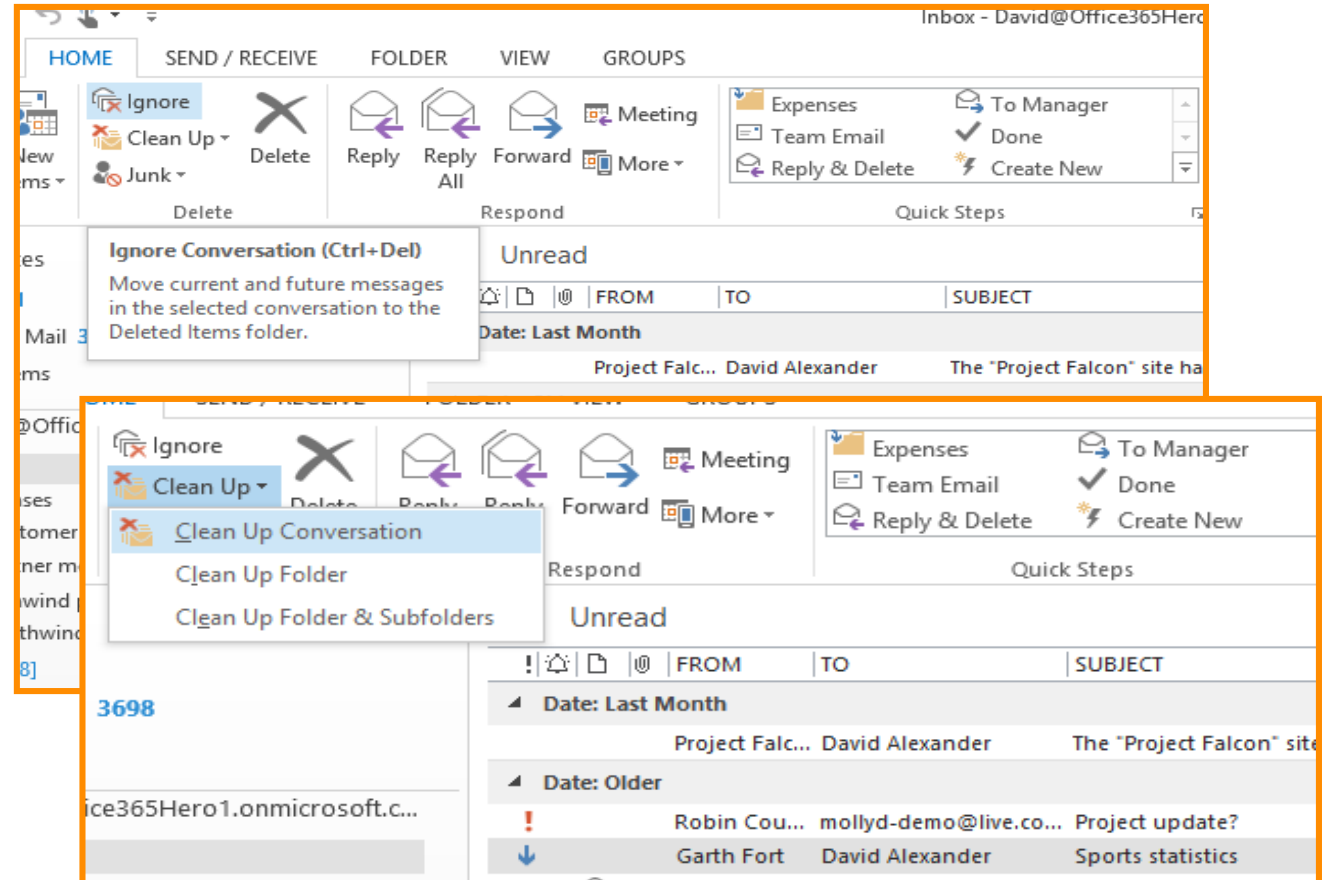
Outlook makes it easy to move irrelevant emails out of Inbox by ignoring conversations or cleaning them up



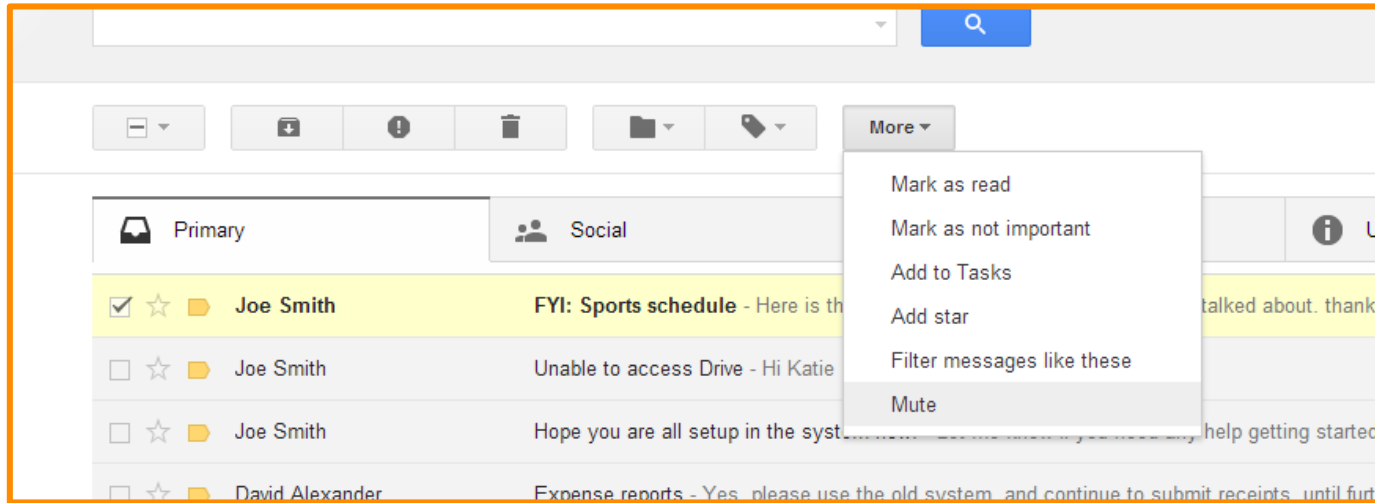
Gmail allows you to mute conversations in a limited way

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12. Delegate Permissions

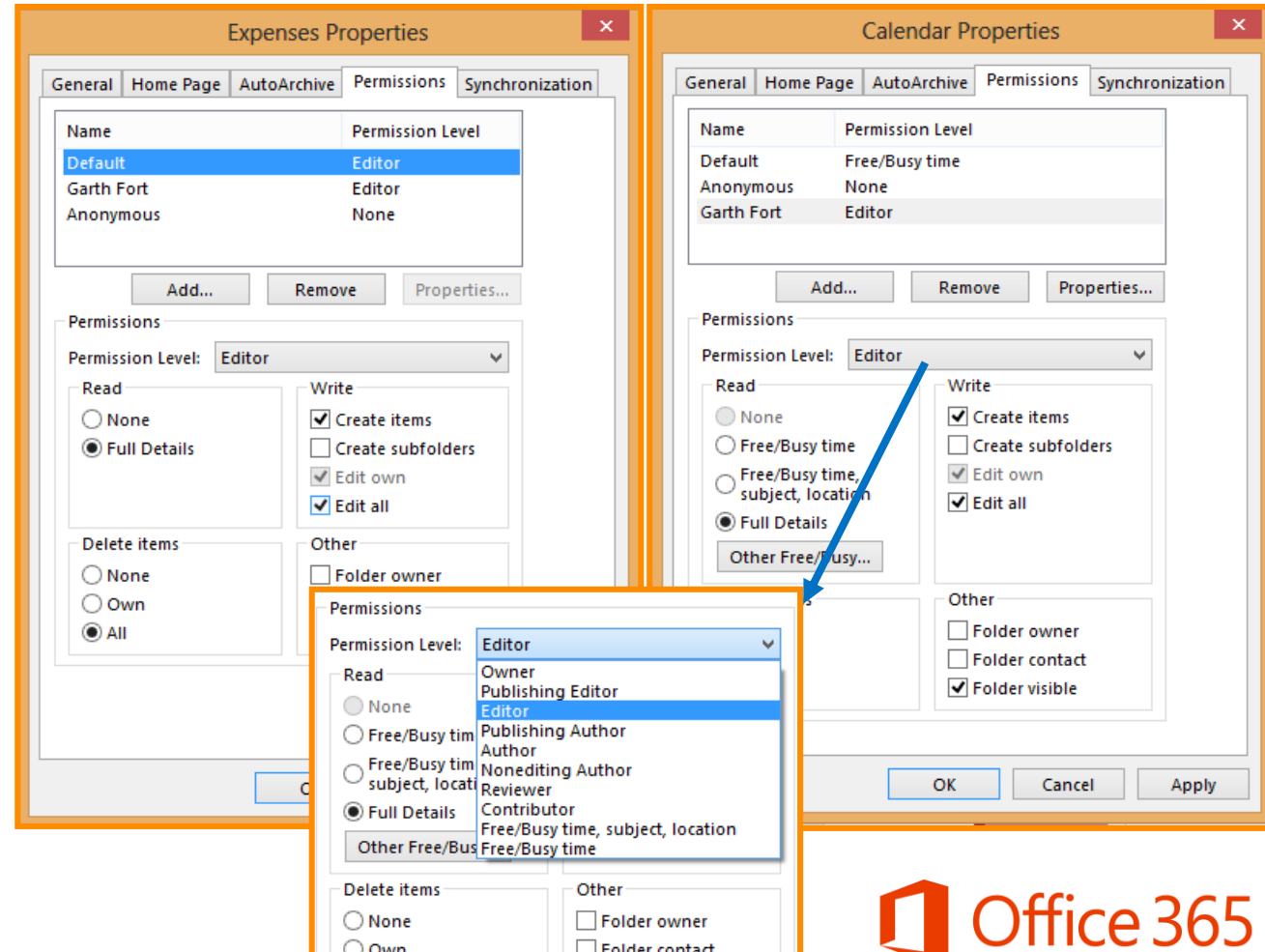
Outlook allows you to delegate access to folders and calendar to manage on behalf of you with different levels of permission.



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

☒ Share this calendar with everyone in the organization ABCD

Share with specific people

Person Permission Settings [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

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