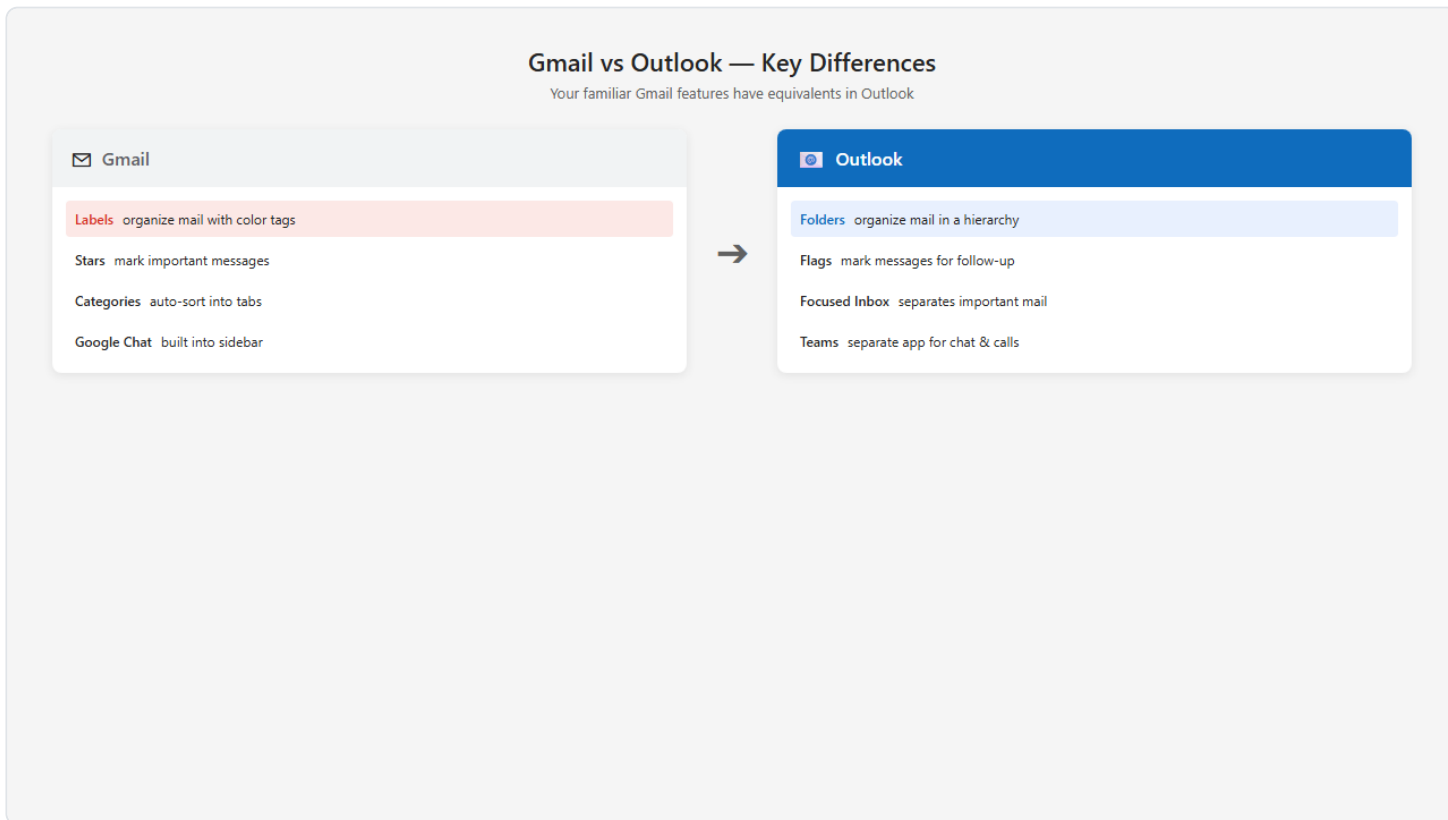


Everything You Know in Gmail — Where Is It in Outlook?

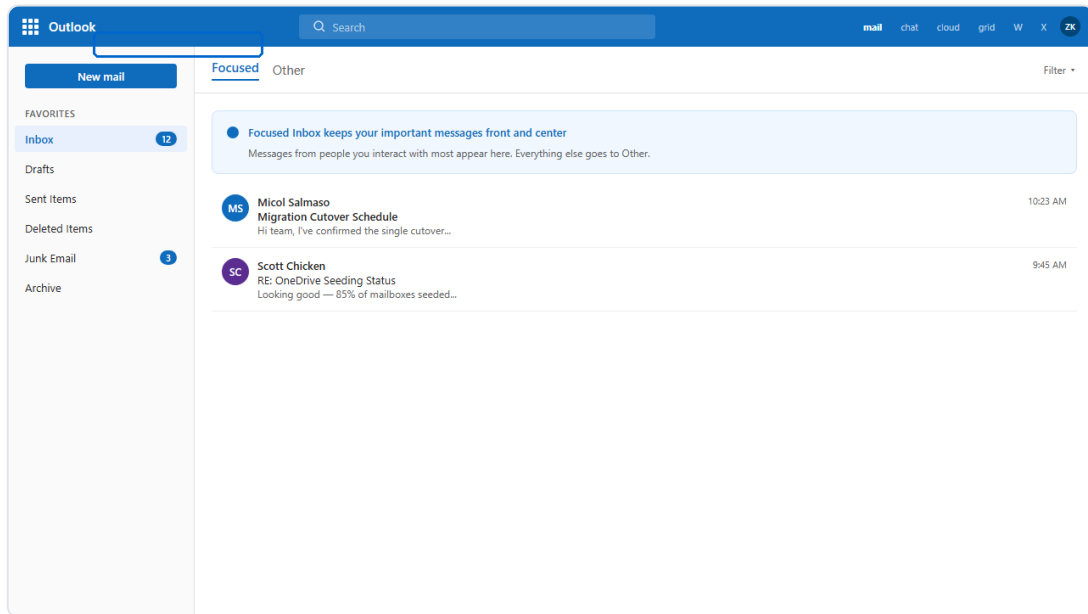


Gmail (left) vs Outlook (right) — key interface differences

EMAIL	OUTLOOK	NOTES
Inbox	Inbox (or Focused Inbox)	Toggle Focused: View → Show Focused Inbox
Labels	Folders	Labels converted to folders automatically
Stars	Flags	Right-click → Flag (or click flag icon)
Archive	Archive folder	Backspace key or right-click → Archive
Snooze	Snooze	Right-click → Snooze, or click Snooze button
Priority Inbox	Focused Inbox	AI sorts important mail into Focused tab
Send & Archive	Not default	After sending, manually archive if desired
Conversation View	Conversation View	View → Show as Conversations (on by default)
Gmail Search	Ctrl+E search bar	Supports from:, to:, subject:, hasattachment:
Undo Send	Undo Send	Settings: up to 10 seconds delay
Confidential Mode	Encrypt (S/MIME)	Options → Encrypt when composing
Google Chat	Microsoft Teams	Teams is separate app for chat + meetings
Google Meet	Microsoft Teams	Calendar meetings auto-include Teams link

Google Calendar	Outlook Calendar	Click Calendar icon in Outlook sidebar
Google Contacts	Outlook People	Click People icon in Outlook sidebar
Gmail Filters	Rules	Settings → Rules → Add new rule
Gmail Signature	Settings → Signatures	Create multiple signatures for different contexts

Recreating Gmail Filters as Outlook Rules



Focused Inbox separates important mail — toggle in View menu

Step 1

In Outlook, go to **Settings** (gear icon) → **Mail** → **Rules**

Step 2

Click **Add new rule**. Give it a name.

Step 3

Set conditions (e.g., From: specific sender, Subject contains: keyword)

Step 4

Set action (e.g., Move to folder, Flag, Mark as read, Forward)

TIP

Gmail filters that auto-label emails become Outlook rules that move to folders. If you had many filters, prioritize the 5–10 most important ones and recreate those first.

Things That Work Differently

- **Threading:** Outlook threads by subject line (not by thread ID like Gmail). Changing a subject starts a new thread.
- **Drafts:** Auto-saved, same as Gmail. Find them in the Drafts folder.
- **Attachments:** Max 25 MB per email (same as Gmail). For larger files, Outlook auto-suggests sharing via OneDrive link.
- **Search:** Outlook search is powerful but different syntax. Use the filter dropdown for advanced options.

MIGRATION SUPPORT

The BITSUMMIT migration team is available during cutover to help with any transition issues. Contact m365support@blueantmedia.com for priority support.

Need help? Contact m365support@blueantmedia.com or visit the M365 Help channel in Microsoft Teams.