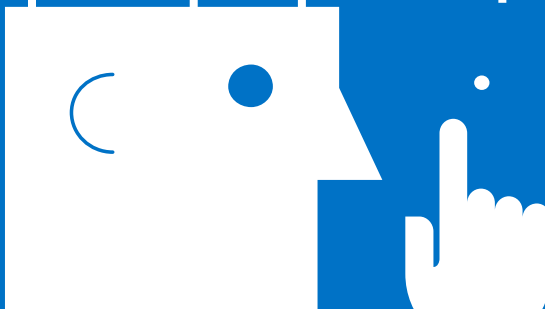











Outlook vs Gmail: Which email solution is right for you?



Use this interactive infographic to individually compare Outlook Web App (OWA), Outlook and Gmail for yourself and see how the Microsoft email platform which is a combination of OWA and Outlook offers more key features and functionality than Google's email solution.

	Feature	OWA 2013	Outlook	Gmail
Inbox 	Email Ignore	Yes	Yes	Yes
	Email Sort Order (i.e. Date, From, Flagged, Size, Subject, Attachments, Importance)	Yes	Yes	Limited
	Set email as "high, medium, or low" importance	Yes	Yes	No
	Color Coding, Categorization, and Flagging	Yes	Yes	Limited
	Creating Rules and Managed folders by Rules	Yes	Yes	No
	MailTips	Yes	Yes	No
	Ability to Insert Excel "Cells" and Word Editing/Formatting Tools in Email	Yes	Yes	No
	Drag and Drop Attachments to Email Message	Yes	Yes	Limited
	Ability to Change Email Reading Pane Layout	Yes	Yes	Yes
Intelligent triage 	Clutter	Announced	—	Limited
	People view	Yes	Yes	No
	Search suggestions and search refiners	Announced	—	Yes
Offline access 	Offline access via client or Chrome, Firefox, IE 10 (html5 support), and Safari	Yes	Yes	Limited, only via Chrome
Contacts 	View team and hierarchical organization information through the Company Address Book	Yes	Yes	No
	Contact card	Yes	Yes	Yes
	Import contacts	Yes	Yes	Yes
	Import contacts from Social Networks (i.e. LinkedIn, Facebook)	Yes	Yes	No
Calendar 	Calendar view (day, week, month)	Yes	Yes	Yes
	Free/busy details sharing	Yes	Yes	Yes
	Propose new meeting time	No	Yes	No
	Meeting room finder	Yes	Yes	Yes
	Meeting forward notification with ability to see who forwarded to whom	Yes	Yes	No
	Calendar publishing (external)	Yes	Yes	Yes
	Scheduling Assistant with Suggested Times and Conflicts based on recipients' free/busy	Yes	Yes	Yes
Delegate access 	Calendar Sharing	Yes	Yes	Yes
	Permission Details Customization (Delegate Only, Delegate and me, Delegate Only Notifications)	Yes	Yes	No
	Informational Message Display prior to confirming Delegate access	Yes	Yes	No
	Revoking Delegate access with ability to downgrade permission rights	Yes	Yes	No
	Ability to hide private events from Delegates	Yes	Yes	No
Folder delegation	Yes	Yes	Yes	
Real-time communications 	Instant Messaging and Presence	Yes	Yes	Yes
	One-Click "Reply All" via Instant Messaging	Yes	Yes	No
	Unified messaging integration (voicemail)	Yes	Yes	No
Enterprise Social 	Universal groups and social email, sites, calendar, doc collab, yammer	Announced	—	Circles: groups but not well integrated
	Doc collab - edit online, send as a link	Yes	—	Yes, with Google Docs
	Open Office Document Attachment and Edit within the Browser and send back	Yes	No	Yes, within Google Drive
Security and compliance 	Delivery reports	Yes	Yes	No
	Data Loss Prevention policy tips	Yes	Yes	No
	Add to safe/blocked senders list	Yes	Yes	Yes
	DLP document fingerprinting	Yes	Yes	No
	Information Rights Management (IRM)	Yes	Yes	No
	Protected Voicemail	Yes	Yes	No
	Personal Archive	Yes	Yes	Yes
	Retention Policy Set at User Level	Yes	Yes	No
S/MIME	Yes	Yes	Yes	

OWA – Web version of Outlook

Outlook – Desktop version of Outlook that works best when powered by Office 365

Gmail – Web only email solution by Google