

Microsoft - Outlook or Outlook Web App Comparisons

There are two main ways people do their email with Office 365, Outlook and Outlook Web App. So how do you decide which to use? Outlook is the desktop client that has the most features. However, for many organizations and individuals, the web-based Outlook Web App (which is part of Office 365) may meet all your email needs. Others may need the additional features of Outlook.

	OUTLOOK	OUTLOOK WEB APP
Use it if:	<ul style="list-style-type: none">• You have Outlook installed on your desktop.• You're on your own computer.• You need to see mail from multiple accounts all in one place.• You manage someone else's inbox.• You want complete offline access.	<ul style="list-style-type: none">• You need a quick and easy way to do your email, calendar, and contacts from any web-enabled device, including PCs, mobile phones and tablets.• You're using someone else's computer, or a computer not connected to your office network.• You want immediate access to the latest features.
Runs on:	<ul style="list-style-type: none">• Laptop and desktop computers.• Surface devices running Windows 8.1.	<ul style="list-style-type: none">• Many mobile phones and devices:• iPad: OWA for iPad app.• iPhone: OWA for iPhone app.• Android and Windows phones and devices: optimized mobile layout.
How to get it:	<ul style="list-style-type: none">• Outlook 2013 comes with some, but not all Office 365 plans.• Older versions of Outlook that you already have, such as Outlook 2010 and Outlook 2007, also work with Office 365, but Outlook 2013 is recommended.	<ul style="list-style-type: none">• Outlook Web App is available with all Office 365 plans that include email.

To compare the features of Outlook 2013, Outlook Web App, and OWA for iPad and OWA for iPhone, Outlook 2010, Outlook 2007, and the light version of Outlook Web App, see the [detailed feature comparisons](#).

Detailed feature comparisons

Outlook and Outlook Web App have many features, so we've grouped the features to make it easier to compare, and focused on the features that are significantly different. Some Outlook features, such as information rights management, are only available with specific [Office 365 plans](#).

General

Access to data

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Access from almost any web browser	NA	Yes	Yes ¹	NA	NA	Yes
Access information while offline	Yes	Yes	Yes	Yes	Yes	No
Low band-width sync	Yes	No	Yes	Yes	Yes	Yes
Access multiple Exchange email accounts	Yes	Yes ¹	No	Yes	No	No
Use favorites folder	Yes	Yes	No	Yes	Yes	Yes

¹ If you have full access to another mailbox in the shared address book, such as a resource mailbox, you can open it. To access other accounts, you must sign in with the other account credentials. You can also [add another person's mailbox to your folder list](#).

Applications

FEATURE	OUTLOOK	OUTLOOK	OWA FOR IPAD, OWA	OUTLOOK	OUTLOOK	OUTLOOK WEB APP
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	2013	WEB APP	FOR IPHONE	2010 SP3	2007 SP3	LIGHT
Apps available when reading a message	Yes	Yes	Yes	No	No	No
Add/remove apps	Yes	Yes	Yes	No	No	No

Manage mobile devices

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
View and delete devices connected to mailbox	No	Yes	No	No	No	Yes
Initiate remote wipe of phone	No	Yes	No	No	No	Yes
Send calendar rule notification to device	Yes	No	No	Yes	No	No

Search

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Built-in search folders	Yes	No	No	Yes	Yes	No

Can search mail folders	Yes	Yes	Yes	Yes	Yes	Yes
Can search calendar	Yes	No	No	Yes	Yes	No
Can search contacts	Yes	Yes	Yes	Yes	Yes	Yes
Scope a search	Yes	Yes ¹	Yes ¹	Yes	Yes	Yes ¹
Tab for setting search context	Yes	No	No	Yes	No	No
Search as you type	Yes	No	No	Yes	Yes	No
Highlight search terms	Yes	Yes ²	Yes	Yes	Yes	No
Customize search results	Yes	No	No	Yes	Yes	No
Advanced searches	Yes	Yes ³	Yes ³	Yes	Yes	Yes ³

¹ Common search scopes are available.

² Highlighting includes navigating between search results in a conversation.

³ Advanced searches require use of query terms such as From:name.

Security

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT

Change user account password	No	Change password	No	No	No	Yes
Require passcode	No	No	Yes ¹	No	No	No
Add to safe/blocked senders list	Yes	Yes	No	Yes	Yes	No
Block external content	Yes	No	No	Yes	Yes	No
Encrypted connection	Yes	Yes	Yes	Yes	Yes	Yes
Read Information Rights Management (IRM)-protected content	Yes	Yes	Yes	Yes	Yes	No
Set IRM properties	Yes	Yes	Yes	Yes	Yes	No
Protected voicemail	Yes	Yes	Yes	Yes	No	No
Secure Multipurpose Internet Mail Extensions (S/MIME)— electronic signature and encrypt/decrypt	Yes	Yes	No	Yes	Yes	No
Anti-phishing and anti-spam technology	Yes	Yes ²	Yes ²	Yes	Yes	Yes ²
Certificate management	Yes	No	No	Yes	Yes	No
Receive data loss protection (DLP) Policy Tips	Yes ³	No	No	No	No	No

¹ For some devices (iPhone, iPad), your organization’s administrator may require that you set a passcode.

² Server only

³ Available with some [Office 365 Enterprise plans](#).

Email

Reading and sending messages

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Read and send email messages	Yes	Yes	Yes	Yes	Yes	Yes
Message editing tools	Yes	Partial	Limited	Yes	Yes	No
Use inline images	Yes	Yes	No	Yes	Yes	No
Paste objects	Yes	No	No	Yes	Yes	No
Specify Reply to address	Yes	Yes ¹	Yes ¹	Yes	Yes	No
Set message format	Yes	Yes	No	Yes	Yes	No
Play sound when message arrives	Yes	Yes	No	Yes	Yes	No
Warn when missing attachment	Yes ²	Yes	No	No	No	No
View preview of message	Yes	Yes	Yes	Yes	No	No
Turn on/off preview of message	Yes	Yes	No	Yes	No	No

Show and control how reading pane is used	Yes	Yes	No	Yes	Yes	No
Send automatic replies (out of office)	Yes	Yes	Yes	Yes	Yes	Yes
Check spelling	Yes	Yes ³	No	Yes	Yes	Yes ³
Quick steps	Yes	No	No	Yes	No	No
Create delivery receipt request and read request	Yes	Yes	No	Yes	Yes	No
Control response to read receipt	Yes	Yes	No	Yes	Yes	No
Delivery reports	Yes	Yes	No	Yes	No	No
Reply with a meeting request	Yes	No	No	Yes	No	No
MailTips	Yes	Yes	No	Yes	No	No
Delay or schedule message delivery	Yes	No	No	Yes	Yes	No
Approve a moderated message	Yes	Yes	No	Yes	Yes	No

¹ By using "From".

² By using a free app.

³ Spell checking is provided by the browser. Spell checking is available in Internet Explorer 10 and Internet Explorer 11, Chrome, and Firefox.

Organizing email

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Conversation view	Yes	Yes	Yes	Yes ¹	Yes ¹	No
Conversation view includes messages from other folders	Yes	Yes	Yes	Yes	No	No
Ignore a conversation	Yes	Yes	No	Yes	No	No
Conversation cleanup	Yes	No	No	Yes	No	No
Message archiving	Yes	Yes	No	Yes	No	No
Customizable views	Yes	Yes ²	No	Yes	Yes	No
Access Inbox subfolders	Yes	Yes	Yes	Yes	Yes	Yes
Create subfolders	Yes	Yes	No	Yes	Yes	Yes
Manage folder permissions	Yes	Yes	No	Yes	Yes	No

¹ Each version improves the Conversation view.

² Limited customizable views.

Other data

Contacts and Address Book

FEATURE	OUTLOOK	OUTLOOK	OWA FOR	OUTLOOK	OUTLOOK	OUTLOOK
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	2013	WEB APP	IPAD, OWA FOR IPHONE	2010 SP3	2007 SP3	WEB APP LIGHT
Store contacts	Yes	Yes	Yes	Yes	Yes	Yes
Manage contacts	Yes	Yes	Yes	Yes	Yes	Yes
Add contact photo	Yes	No	No	Yes	Yes	No
Sync contacts with device address list	No	No	Yes	No	No	Yes ¹
Offline Address Book	Yes	Yes ²	Yes	Yes	Yes	Yes ²
Hierarchical address book	Yes	No	No	Yes	Yes	No
Global Address Book sync and update	Yes	No	No	Yes	No	No
Color categories	Yes	No	No	Yes	Yes	No
Mark as private	Yes	No	No	Yes	Yes	No
Contact cards/electronic business cards	Yes	No	No	Yes	Yes	No
Manage rights on contacts	Yes	No	No	Yes	Yes	No
Share contacts	Yes	No	No	Yes	Yes	No
Import contacts	Yes	No	No	Yes	Yes	No
Export contacts	Yes	No	No	Yes	Yes	No
Outlook quick contacts	Yes	No	No	Yes	No	No

Add/edit personal groups	Yes	Yes	No	Yes	Yes	No
View personal groups	Yes	Yes	Yes	Yes	Yes	No
Create customized contact views	Yes	No	No	Yes	Yes	No
Use Outlook Social Connector	Yes	No	No	Yes	Yes ³	No
Sync contacts with Facebook	No	Yes	No	No	No	No

¹ For iPhone and iPad, contact sync is only available if your organization's administrator enables it.

² Limited.

³ Using a plug in.

Meetings and appointments

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Schedule meetings and appointments	Yes	Yes	Yes	Yes	Yes	Yes
Propose new time for meetings	Yes	No	No	Yes	Yes	No
Calendar preview in invitations	Yes	No	No ¹	Yes	No	No
Paste objects	Yes	Yes	No	Yes	Yes	No
Meeting room	Yes	Yes	Yes	Yes	No	No

finder

Set reminders	Yes	Yes	Yes	Yes	Yes	No
Mark appointment as private	Yes	Yes	Yes	Yes	Yes	Yes
Forward meeting request	Yes	Yes	Yes	Yes	No	Yes
Scheduling assistant	Yes	Yes	Yes	Yes	Yes	Yes

¹ User gets a list of conflict meetings in the invite

Calendar

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Day view	Yes	Yes	Yes	Yes	Yes	Yes
Week view	Yes	Yes	iPad only	Yes	Yes	No
Work week view	Yes	Yes	Yes	Yes	Yes	No
Month view	Yes	Yes	Yes	Yes	Yes	No
Tasks by day view	Yes	No	No	Yes	Yes	No
Schedule view	Yes	No	No	Yes	No	No
Preview months in left pane	Yes , 9 months	Yes, 7 months	Yes, 1 month	Yes, 6 months	Yes, 3 months	No
Print calendar	Yes	Yes ¹	No	Yes	Yes	Yes

Use multiple calendars	Yes	Yes	Yes	Yes	Yes	Yes
Overlay multiple calendars	Yes	Yes	Yes	Yes	Yes	No
Automatic formatting of calendar items	Yes	No	No	Yes	Yes	No
Adapt to current time zone definition	Yes	Yes	Yes	Yes	No	Yes
Secondary time zone in calendar view	Yes	No	No	Yes	Yes	No
Cached shared calendar	Yes	No	No	Yes	Yes	No
Share calendar (external)	Yes	Yes	iPad only	Yes	No	No
Share calendar (internal)	Yes	Yes	iPad only	Yes	Yes	No
Set sharing level: free/busy details	Yes	Yes	iPad only	Yes	Yes	No
Side-by-side free/busy info	Yes	Yes	No	Yes	No	No
Import/export calendar	Yes	No	No	Yes	Yes	No
Zoom slider for calendar	Yes	No	No	Yes	No	No
Team calendar	Yes	No	No	Yes	No	No

Specify color for calendar	Yes	Yes	iPad only	Yes	No	No
Subscribe to calendar	Yes	Yes	iPad only	Yes	Yes	No
Calendar snapshot	Yes	No	No	Yes	Yes	No
Sync calendar with device	Yes	No	Yes	No	No	No

¹ Can't print the month view.

Tasks

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Edit, view, filter, search, and categorize tasks	Yes	Yes	No	Yes	Yes	No
Mark task as complete	Yes	Yes	Yes	Yes	Yes	No
Mark task as private	Yes	Yes	Yes	Yes	Yes	No
Assign a task to another person	Yes	No	No	Yes	Yes	No
Flag mail as task	Yes	Yes	No	Yes	Yes	No

Notes

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Read and forward notes	Yes	Yes	Yes	Yes	Yes	No
Create notes and notes folders	Yes	No	No	Yes	Yes	No
Move or categorize notes	Yes	Yes	No	Yes	Yes	No
Search notes	Yes	No	No	Yes	Yes	No

Faxes

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Send faxes	Yes	No	No	Yes	Yes	No
Receive faxes	Yes	Yes	Yes	Yes	Yes	Yes

Journaling and voting

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Create journal	Yes	View only	No	Yes	Yes	No
Voting	Yes	No	No	Yes	Yes	No

buttons

Collaboration tools

Sharing data

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Access public or shared folders	Yes	Yes	No	Yes	Yes	No
Access site mailboxes	Yes	No ¹	No	No	No	No
Delegate control	Yes	No ²	No	Yes	Yes	No
Outlook Social Connector	Yes	No	No	Yes	Yes ²	No

¹ Available through SharePoint site.

² Available through plug-in only.

Instant messaging

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Integrated chat	Yes ¹	Yes	No	Yes ¹	Yes ¹	No
Integrated presence	Yes	Yes	No	Yes	Yes	No

indicators

Reply with text message	Yes	Yes	No	Yes	Yes	No
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¹ Requires use of third party services

Voice mail

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Listen to voice mail using inline player	Yes	Yes	Yes	Yes	Yes	No
Change voice mail options	Yes	Yes	No	Yes	Yes	No
Voice mail preview	Yes	Yes	Yes	Yes	Yes	Yes

Managing and customizing

Data management

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT	
.pst file support		Yes	No	No	Yes	Yes	No
Import data from other data sources, such as .pst files, database files, other		Yes	No	No	Yes	Yes	No

messaging and contact systems, other calendaring applications

Export data	Yes	No	No	Yes	Yes	No
Send to Office OneNote	Yes	No	No	Yes	Yes	No
Add, share, export, import RSS feed	Yes	No	No	Yes	Yes	No

Mailbox management

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Access to POP3 and IMAP email accounts	Yes	Yes	No	Yes	Yes	No
View mailbox quota	Yes	Yes	No	Yes	No	No
Language settings	Yes	Yes	No	Yes	No	Yes
Manage Inbox rules	Yes	Yes	No	Yes	Yes	No
Always categorize or move messages	Yes	No	No	Yes	Yes	No
Manage retention policies	Yes	Yes	No	Yes	No	No
Set time zone	Yes	Yes	Yes	Yes	Yes	Yes

User customizations

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Manage Outlook plug-ins	Yes	No	No	Yes	Yes	No
Customize UI buttons	Yes	Yes	No	Yes	Yes	No
Custom forms	Yes	No	No	Yes	Yes	No
Customize navigation pane	Yes	No	No	Yes	Yes	No
Customizable views	Yes	No	No	Yes	Yes	No
Set message options	Yes	Yes	No	Yes	Yes	Limited
Email signature	Yes	Yes	Yes	Yes	Yes	Yes
Multiple email signatures	Yes	No	Yes ¹	Yes	Yes	No
Message tracking options	Yes	Yes	No	Yes	Yes	Yes
Deleted item handling	Yes	Yes	No	Yes	Yes	Yes
Junk email options – create lists of trusted and untrusted addresses and domains	Yes	Yes	No	Yes	Yes	Yes
Calendar layout options	Yes	Yes	Yes	Yes	Yes	Yes
Meeting request processing	Yes	Yes	No	Yes	Yes	No
Voice mail settings	Yes	Yes	No	No	No	No

Custom dictionary	Yes	Yes ²	No	Yes	Yes	No
Infopath integration	Yes	No	No	Yes	Yes	No
Macros/VBA	Yes	No	No	Yes	Yes	No

¹ You can have a mobile and non-mobile signature.

² Depends on the local browser.

Admin customizations

FEATURE	OUTLOOK 2013	OUTLOOK WEB APP	OWA FOR IPAD, OWA FOR IPHONE	OUTLOOK 2010 SP3	OUTLOOK 2007 SP3	OUTLOOK WEB APP LIGHT
Admins can enable/disable email features	No	Yes	Yes	No	Limited	Yes

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