

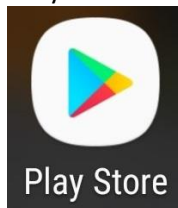
Outlook app setup guide

This document explains how to install the Microsoft Outlook app on your mobile device and enable the app to sync your contacts.

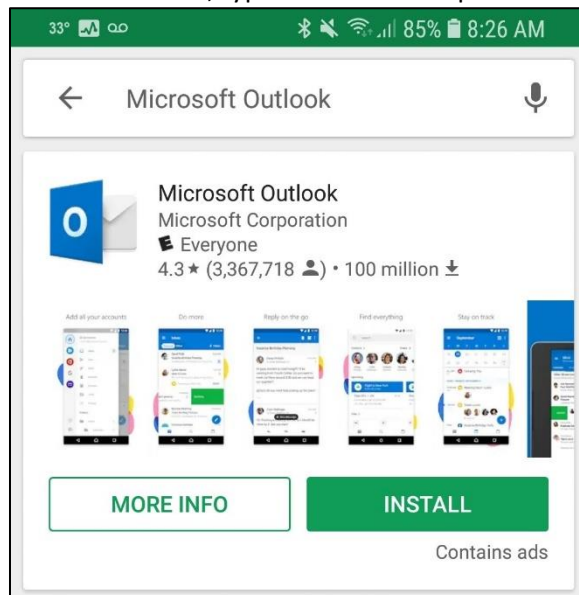
Android

Follow these steps to set up the Outlook app on your Android device:

1. On your mobile device, tap the **Play Store** icon to open the app.

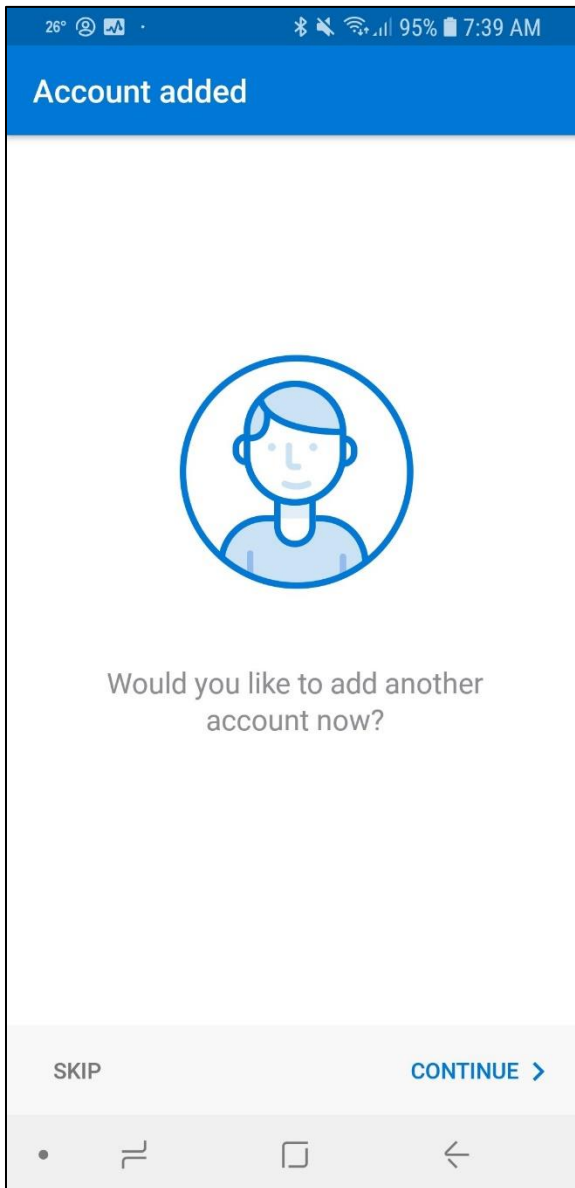


2. In the search bar, type *Outlook* and tap **Microsoft Outlook**. You'll see this information:



3. Tap **Install** and wait for the app to install.
4. Tap **Open**.
5. When the Outlook app opens, tap **Get Started**.
6. You'll be prompted to add an account. Follow the steps to set up you work email address.
7. If you're prompted to choose the **account type**, select **Office 365**.
8. When asked if you want to add another account now, tap **Skip** (shown below).

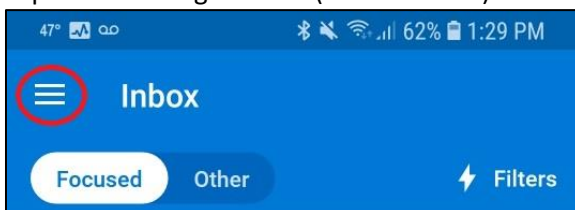
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9. Outlook will prompt you to enable notifications, and you will then enter your mailbox.

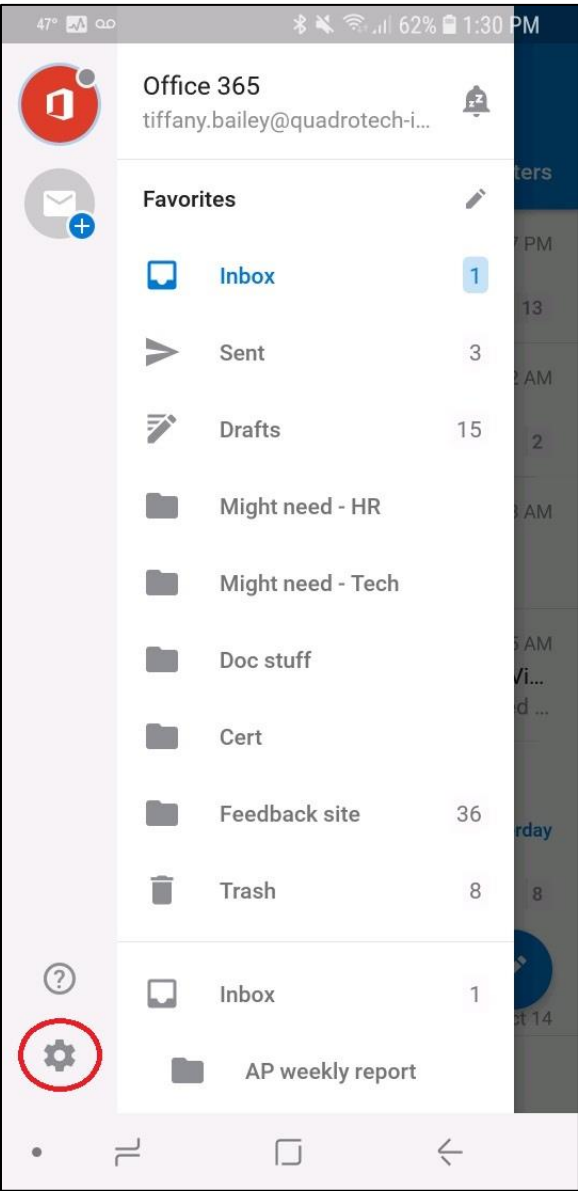
Next, if desired, sync your contacts from Outlook to your mobile device's Contacts app:

1. Open the Outlook app.
2. Tap the hamburger menu (shown below).



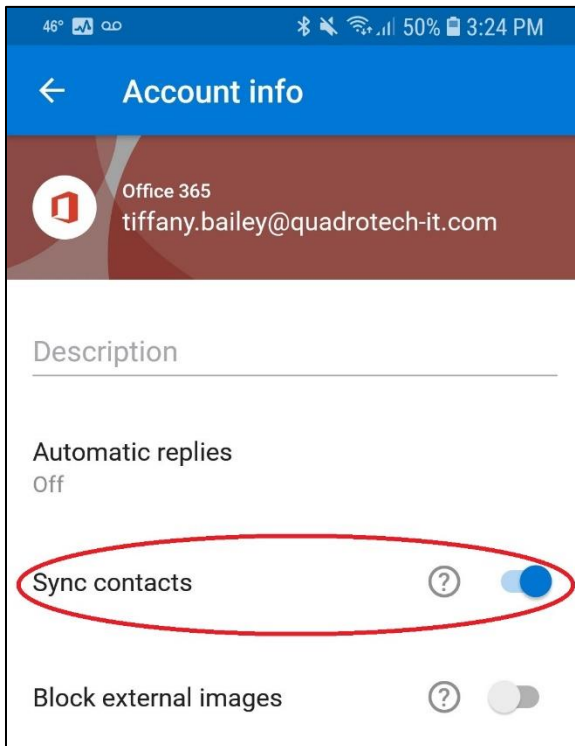
3. Tap the gear icon (shown below).

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4. Enable the **Sync contacts** option (shown below).

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5. Tap **Allow** to confirm you want to sync your contacts.

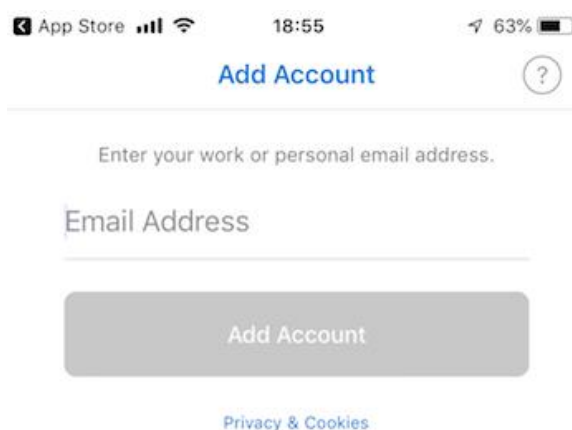
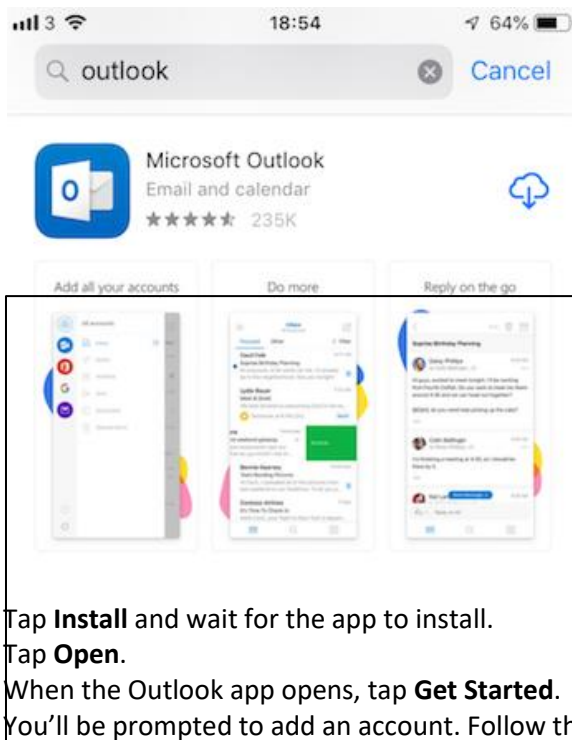
Note: Only people you've added to your **My Contacts** list in Outlook are synced, not your organization's Global Address List.

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iPhone / iPad

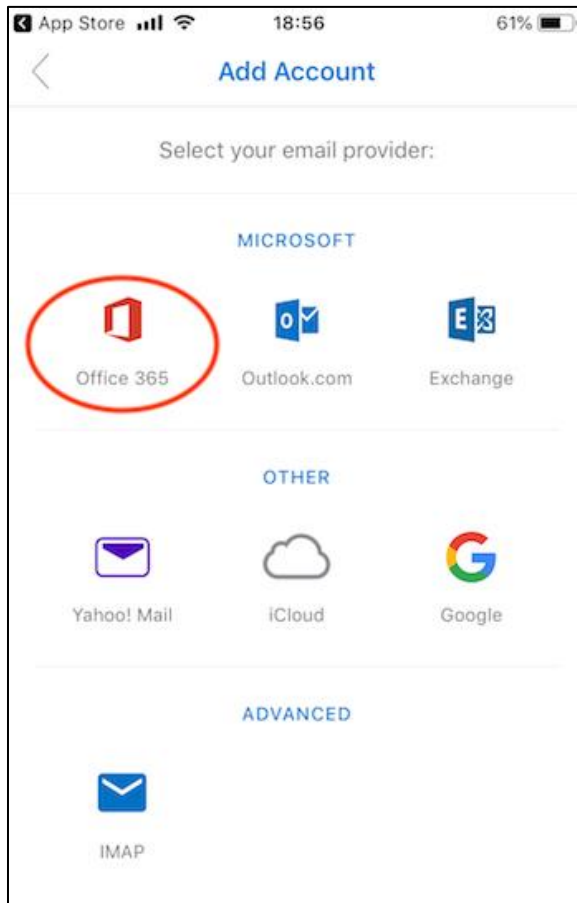
Follow these steps to set up the Outlook app on your iOS device:

1. On your mobile device, tap the **App Store** icon to open the app.
2. In the search bar, type *Outlook* and tap **Microsoft Outlook**.



7. If you're prompted to choose the **account type**, select **Office 365**:

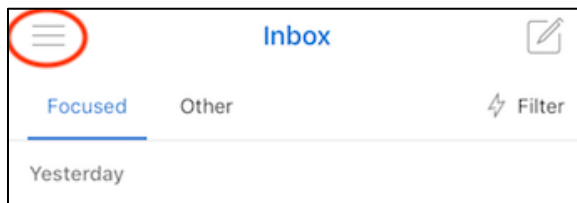
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8. When asked if you want to add another account, tap **Maybe Later**.
9. Outlook will prompt you to enable notifications, and you will then enter your mailbox.

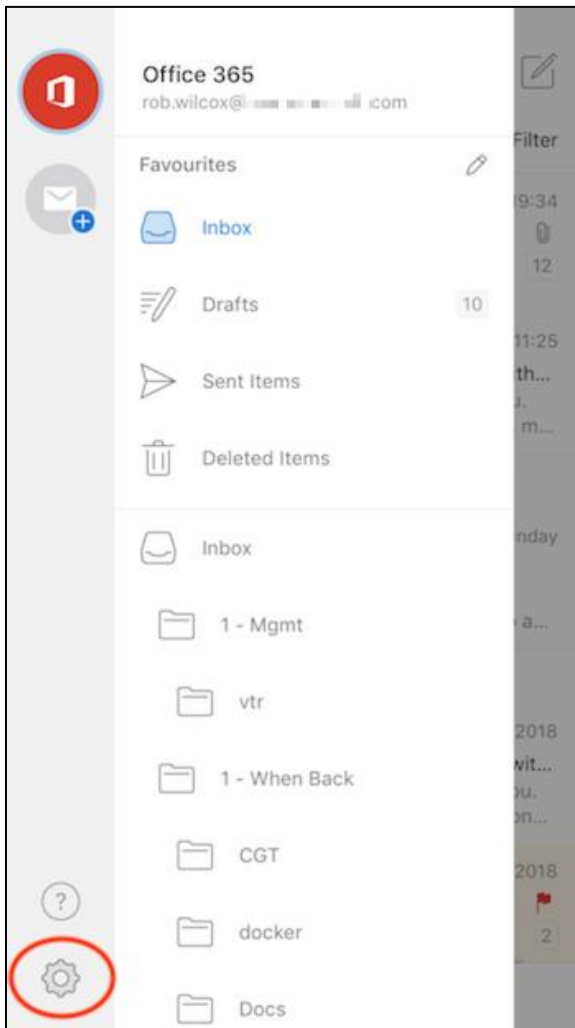
Next, sync your contacts:

1. Open the Outlook app.
2. Tap the hamburger menu (shown below).



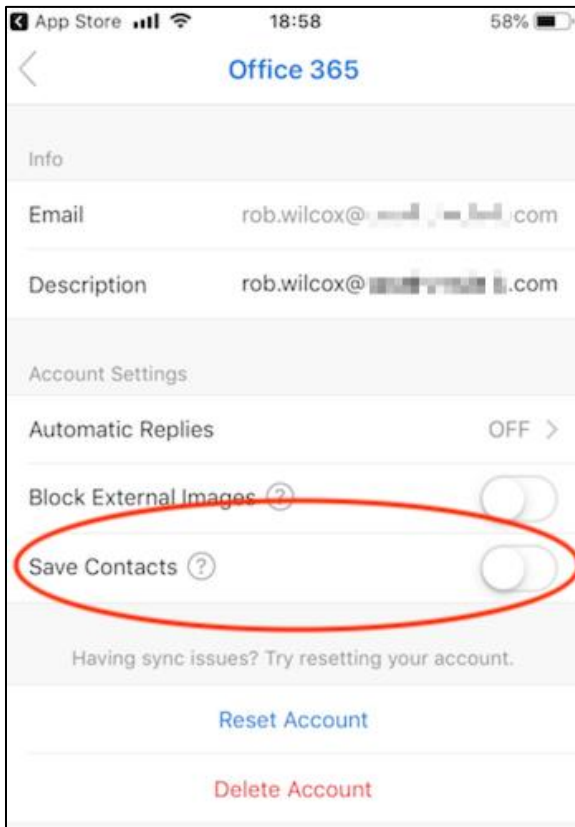
3. Tap the gear icon (shown below).

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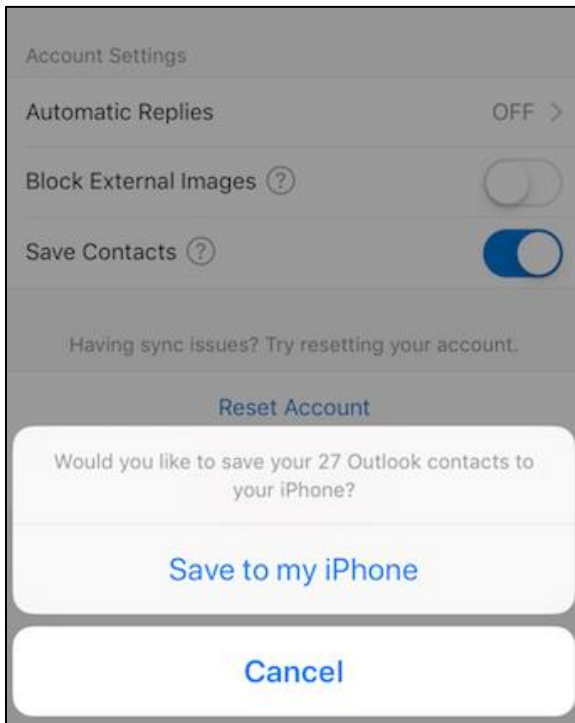
4. Tap your Office 365 account.
5. Enable the **Save contacts** option (shown below).

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6. Tap **Save to my iPhone** to confirm you want to save your contacts.

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Note: Only people you've added to your **My Contacts** list in Outlook are synced, not your organization's Global Address List.