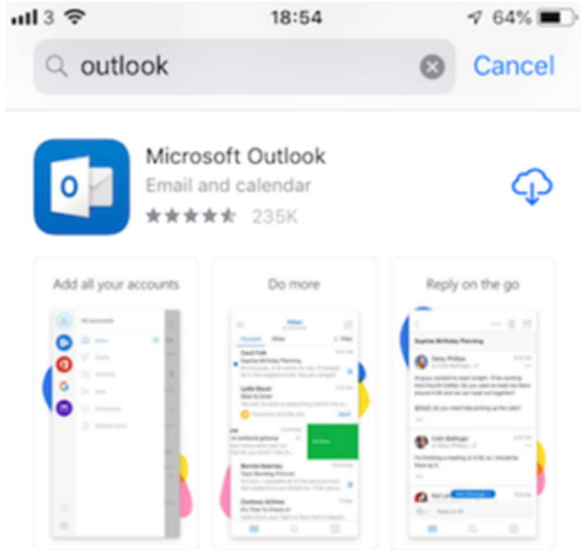# Setup Outlook App on iPhone or iPad
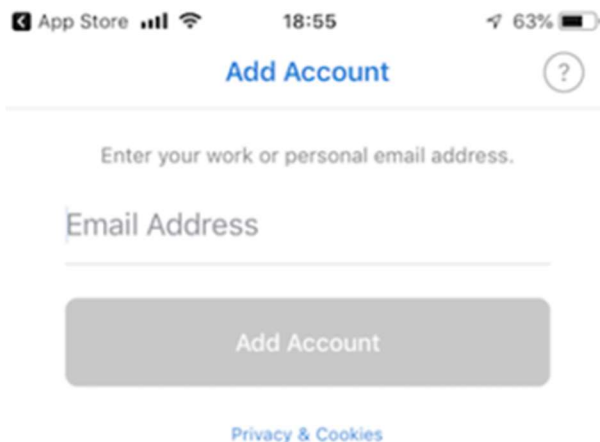
Follow these steps to set up the Outlook app on your iPhone or iPad and sync your contacts.
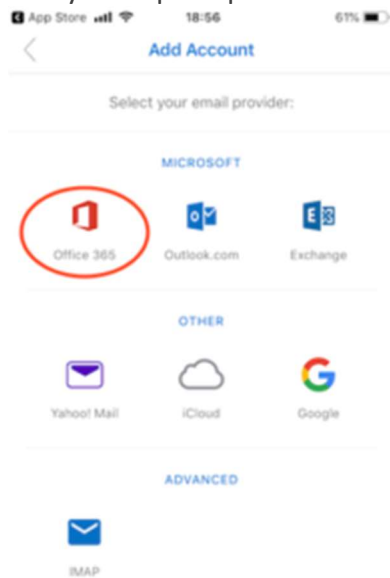
Install the Outlook app

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**.

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**:
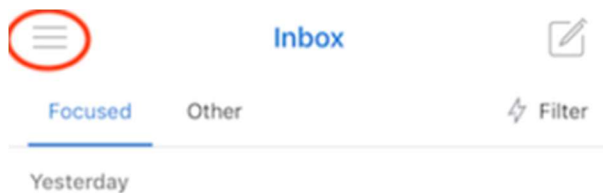

8. When asked if you want to add another account, tap **Maybe Later**.

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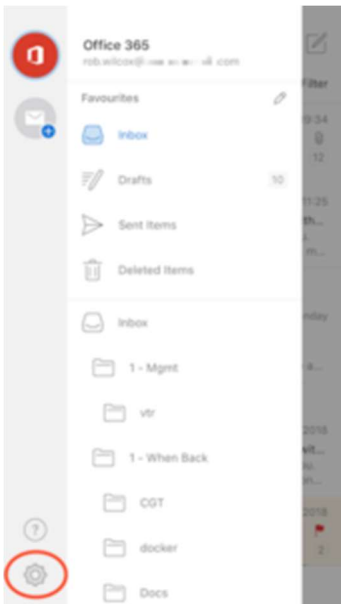

Sync contacts

1. Open the Outlook app.

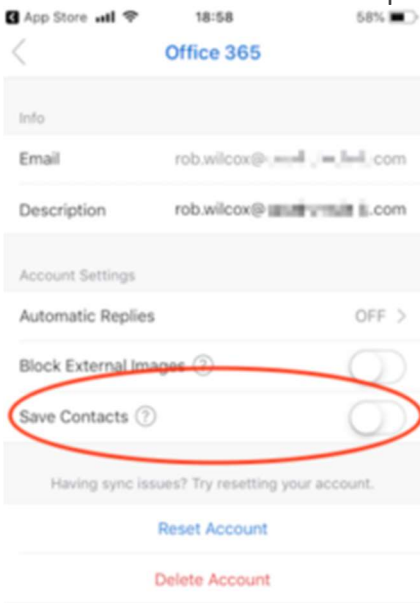2. Tap the hamburger menu (shown below).

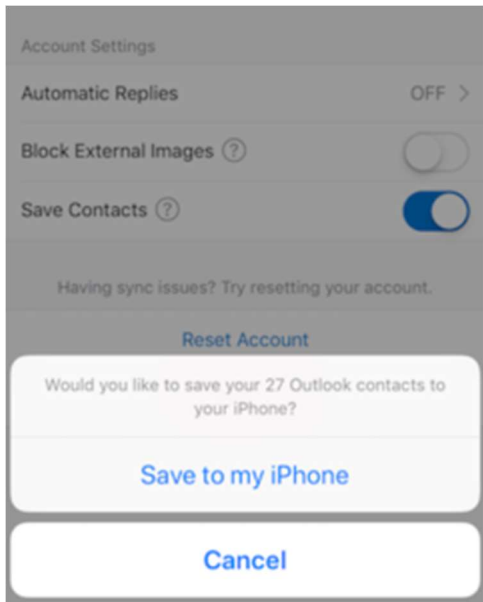

3. Tap the gear icon (shown below).

4. Tap your Office 365 account.

5. Enable the **Save contacts** option (shown below).

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

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