## 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).

$\bigcirc$	Inbox	Ĺ
Focused	Other	🎝 Filter
Yesterday		

3. Tap the gear icon (shown below).



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

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<	Office 365	
Info		
into		
Email	rob.wilcox@	_ led_com
Description	rob.wilcox@	vitsit il.com
Account Settings		
Automatic Replies		OFF >
Block External Ima	iges ③	$\bigcirc$
Save Contacts ⑦		
Having sync iss	ues? Try resetting you	r account.
	Reset Account	
	Delete Account	

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

Account Settings			
Automatic Replies	OFF >		
Block External Images ⑦			
Save Contacts ⑦			
Having sync issues? Try resetting your account.			
Reset Account			
Would you like to save your 27 Outlook contacts to your iPhone?			
Save to my iPhone			
Cancel			

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