

Sync Outlook Contacts on iOS Device

Outlook contacts can be synced to an iOS device that has the Outlook App installed.

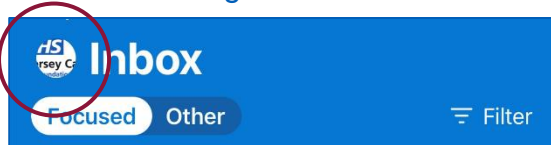
Quick Reference Guide

Access Settings

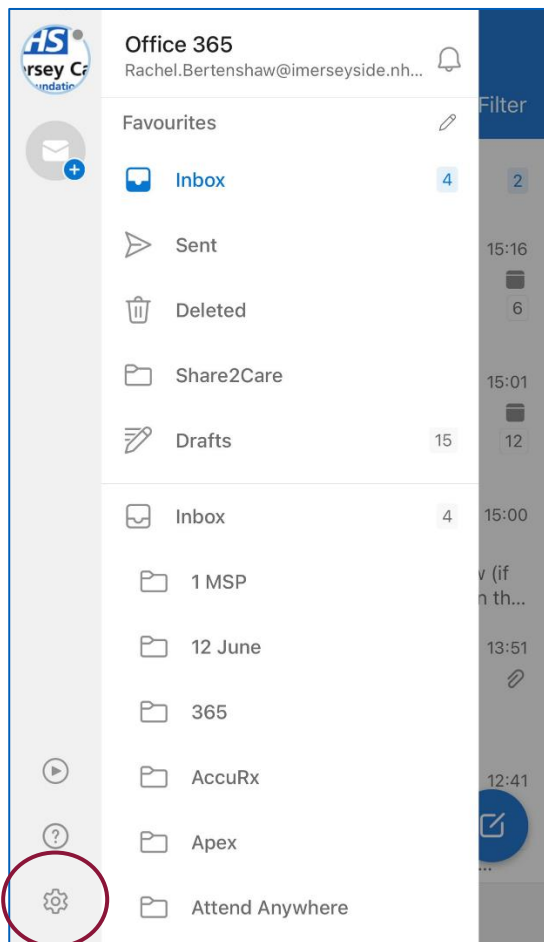
- Open the **Outlook App**.



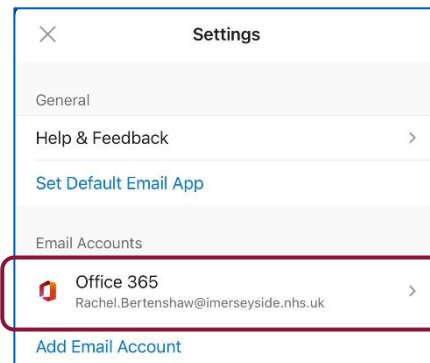
- From the **Inbox** screen, click the **Account Logo**.



- Click the **Settings** icon.

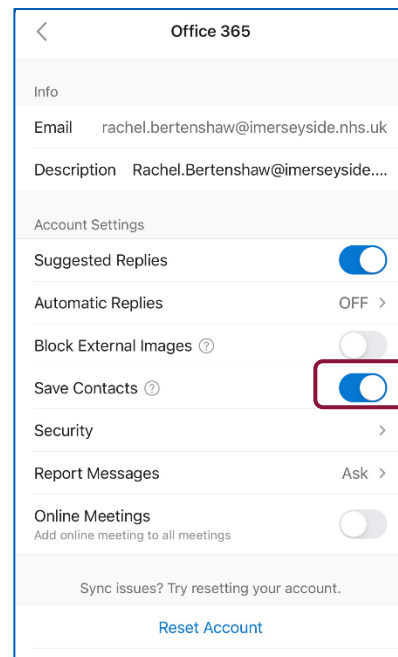


- Select the **Office 365 Email Account**.



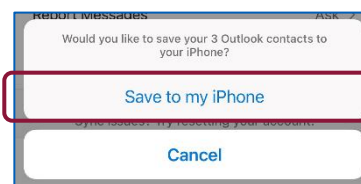
Sync Contacts

- Turn on **Save Contacts**.



A prompt will appear if there are contacts to sync.

- Select **Save to my iPhone**.



To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk