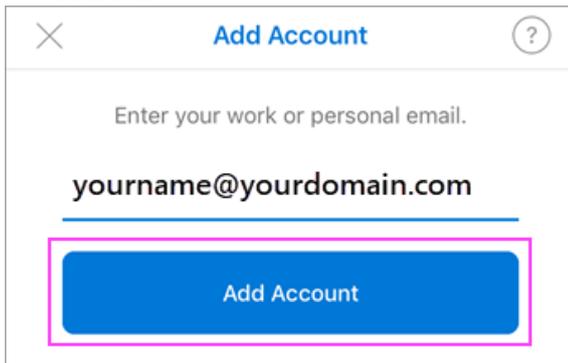


## Set up email in Outlook app for Apple iOS – Office 365

- 1) Download **Microsoft Outlook** for iOS from the App Store and then open it. The icon looks like this:



- 2) If it's your first-time using **Outlook** for iOS, enter your full email address, then tap **Add Account**.
  - If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account** and then enter your full email address.



- 3) If you're asked to select your email provider, select Office 365.
- 4) Enter your email account password and tap **Sign In**.  
Note: The sign in screen may look different for you.



- 5) Accept any prompts for permission you may receive.  
Swipe through the features and you're now ready to use Outlook, its setup ready to use now.

### How to save Outlook contacts to your Apple iOS device

- 1) Open the Outlook app



- 2) Tap on the top left corner on the word 'Inbox'
- 3) Tap on the gear icon on the bottom left corner
- 4) Under the Email Accounts section (near the top) tap on the account that shows your Turtle Bay email address.
- 5) Under the Account Settings section tap on 'Save Contacts' to turn on this feature.

## **Set up email in Outlook app for Apple iOS – Office 365**

NOTE: Contacts from your Outlook contacts will now sync to your phone and to your icloud account. If you have more than one mobile device then this should only be set on one of them. Any edits you make to your contacts in Outlook will now also sync to your mobile device. However, any edits made on your mobile device contact will not sync to your Outlook contacts, so its best to make all changes in Outlook or Outlook on the Web. If this setting is turned off, or your email account removed from your mobile device these contacts will also be removed from that device but remain in Outlook.