



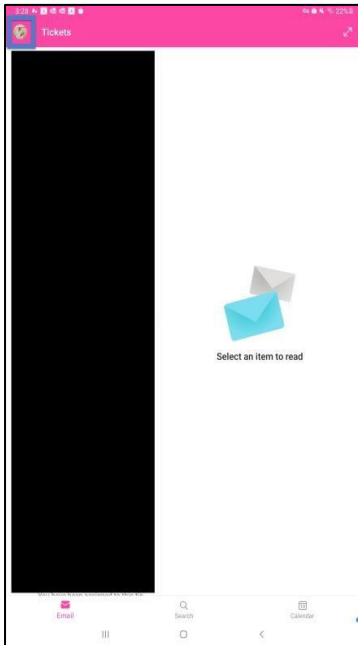
12 January 2022

Syncing Contacts and Calendars on Phone from Outlook

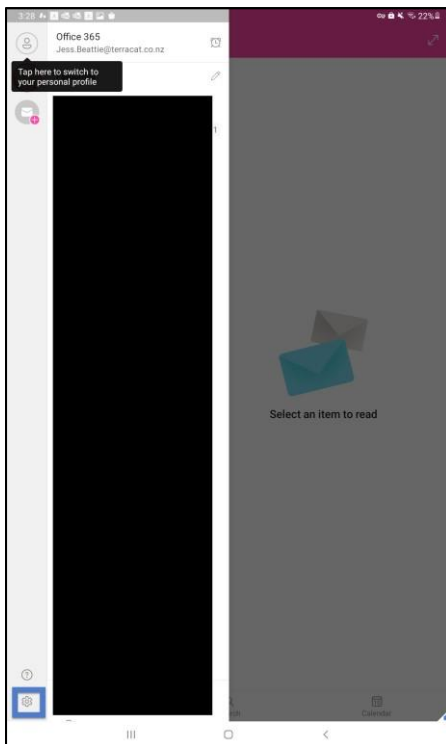
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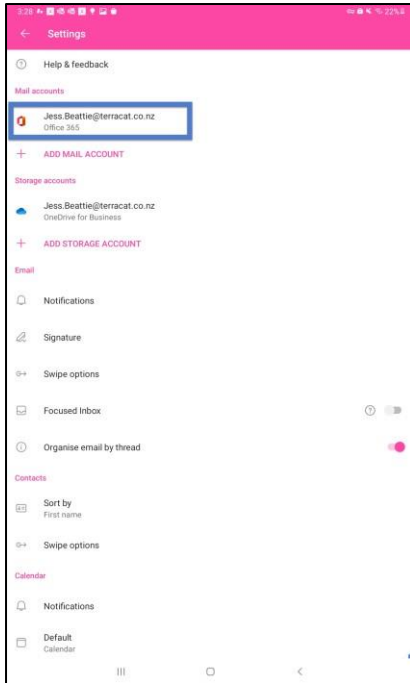
1. Open the Outlook App on your phone
2. Click on your logo at the top left



3. Click on the settings wheel at the bottom left



4. Select your email address



5. Turn on **Sync Contacts** and **Sync Calendars** then select **Allow** on the popup for both like below

