

How to Setup Your Email with the Outlook App (from the App Store)

How to Set up your Exchange Account ([see images](#))

1. Tap the Outlook App Icon
2. Tap Skip if your Apple ID or another email address is shown
3. Enter your email address and tap "Add Account".
4. Enter your password and tap "Sign in"
5. Tap "Maybe Later"
6. Tap "Skip" to the Focused Inbox tutorial
7. Switch between Mail, Calendar, Files, People

How to show contacts ([see images](#))

8. Tap the "Menu" button
 - a. Its only visible while in Mail or Calendar
9. Tap "Settings"
10. Tap your Office 365 account
11. Tap the toggle switch to "Save Contacts to Device"
12. Save to My iPhone

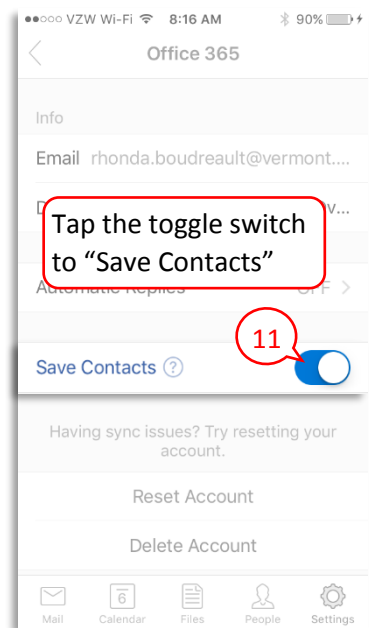
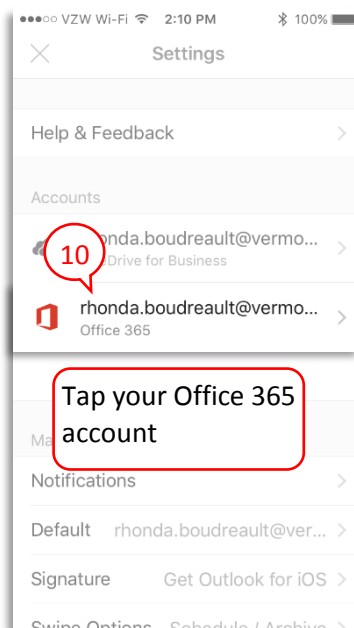
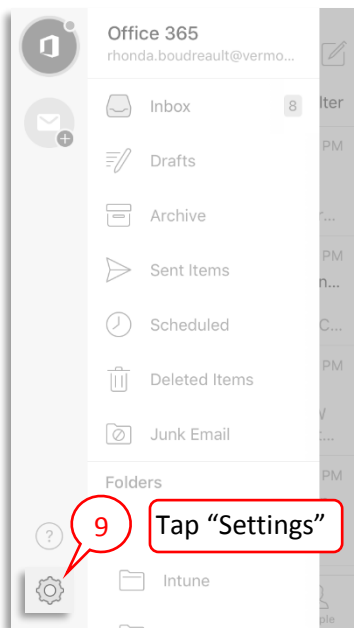
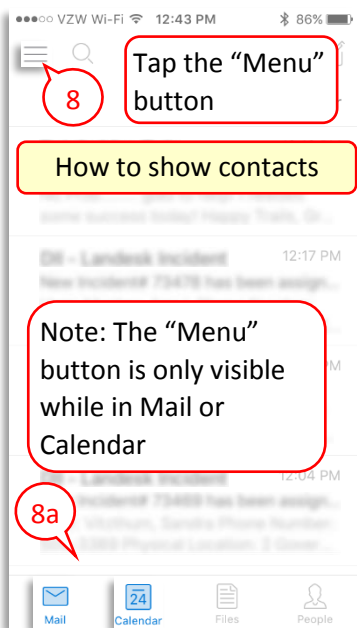
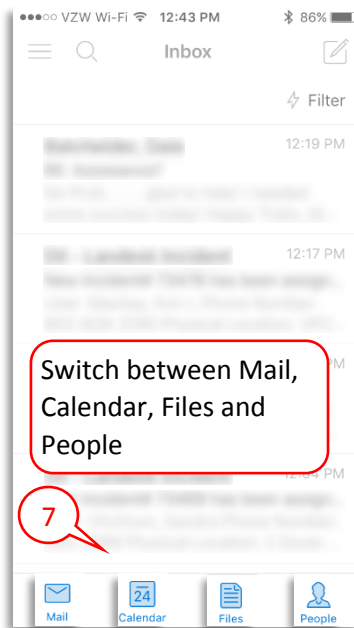
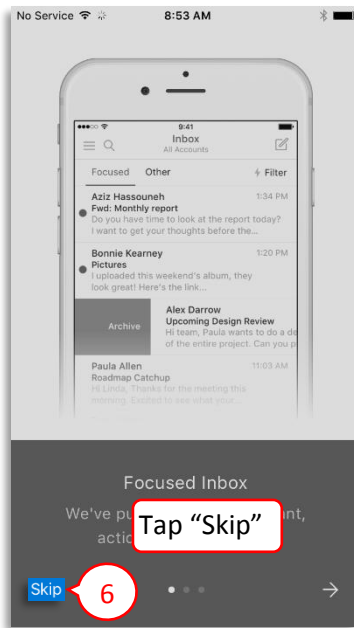
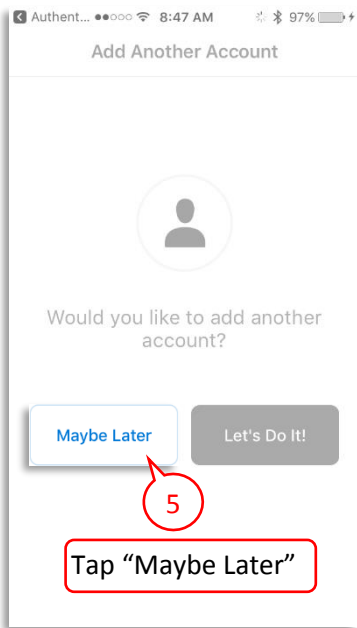
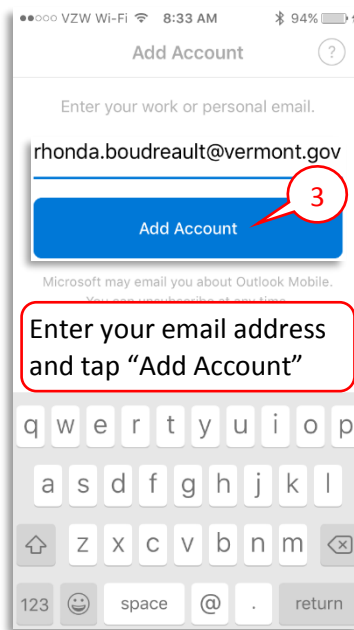
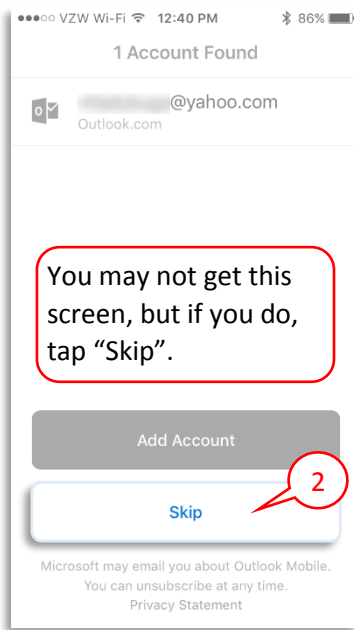
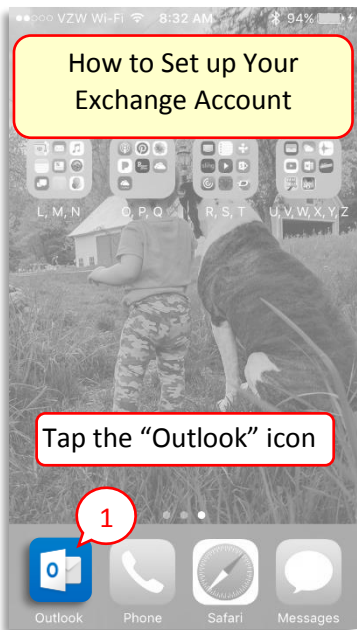
How to turn off the Focused Inbox and Organize by Thread features ([see images](#))

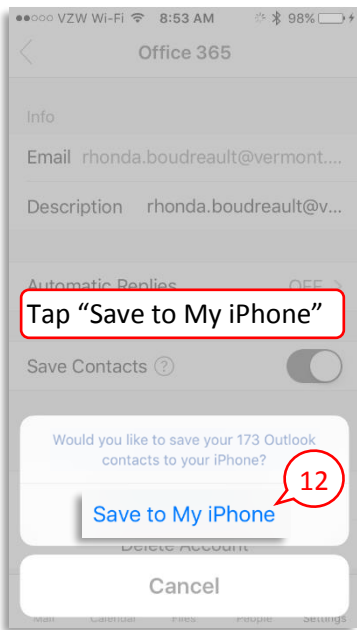
13. Tap the "Menu" button
 - a. Its only visible while in Mail or Calendar
14. Tap "Settings"
15. Scroll down to the "Mail" section, tap the toggle switches to turn off "Focused Inbox" and "Organize By Thread"

To avoid duplicates, turn off Mail, Contacts, and Calendars from the native app ([see images](#))

16. Tap the settings Icon
17. Scroll down and tap on "Mail"
18. Tap "Accounts"
19. Tap "Exchange"
20. Tap the toggle switches for "Mail, Contacts and Calendars" so they no longer sync with your iPhone
21. To the warning message "Are you sure...", tap "Delete from My iPhone"

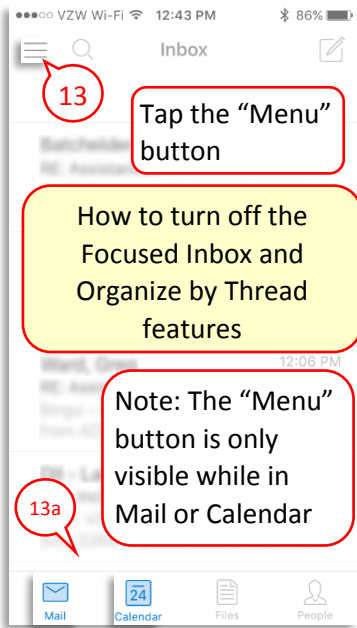
NOTE: You will now use the new Outlook app to view your Mail, Contacts and Calendar, and since you chose "Save Contacts to my iPhone", you will also be able to view the Contacts in the built-in (native) Contacts app.





Tap "Save to My iPhone"

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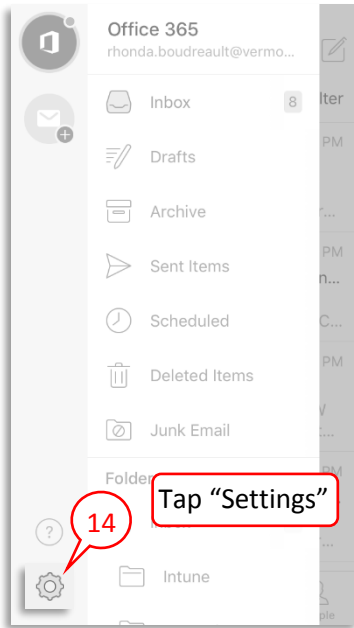
Tap the "Menu" button

How to turn off the Focused Inbox and Organize by Thread features

Note: The "Menu" button is only visible while in Mail or Calendar

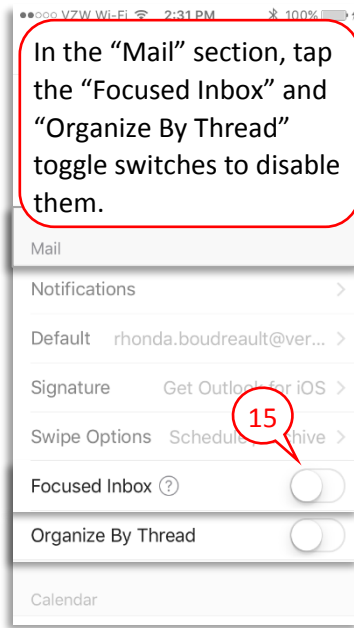
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Tap "Settings"

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In the "Mail" section, tap the "Focused Inbox" and "Organize By Thread" toggle switches to disable them.

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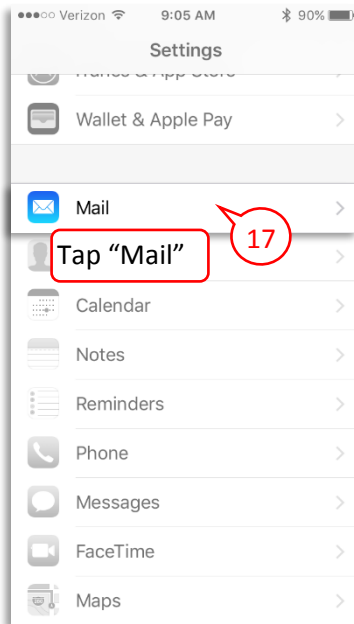


Tap "Settings"

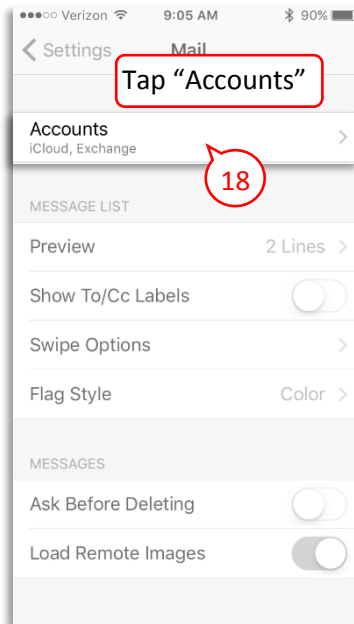
How to turn off Mail, Contacts and Calendars from the Native App

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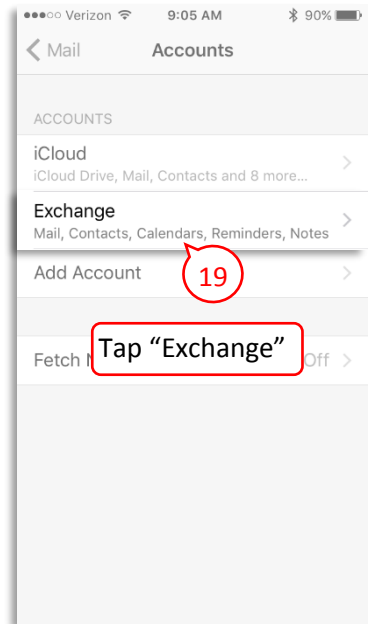


Tap "Mail"



Tap "Accounts"

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Tap "Exchange"

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