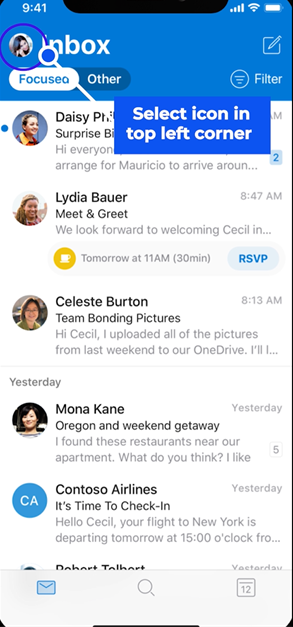
# **OMES logoiPhone Outlook Setup**

## Overview

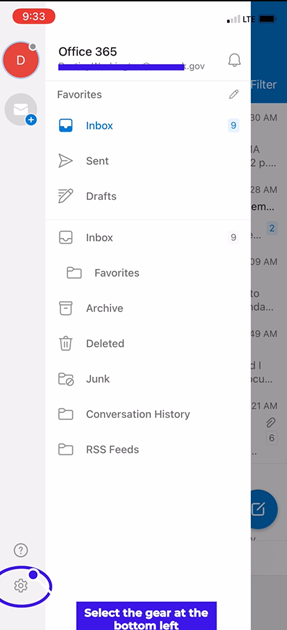
Steps to set up Outlook on iPhone.

## Instructions

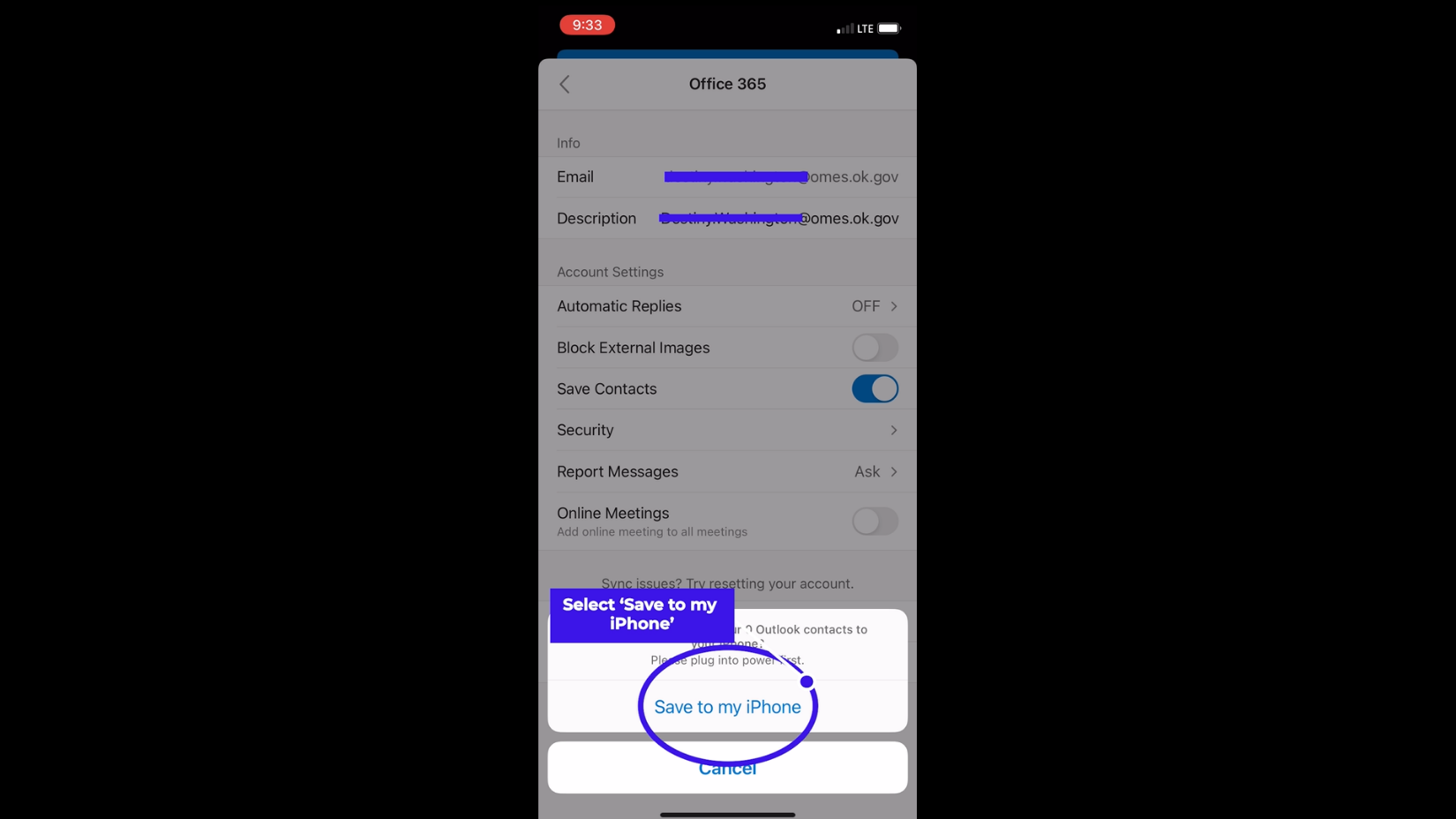
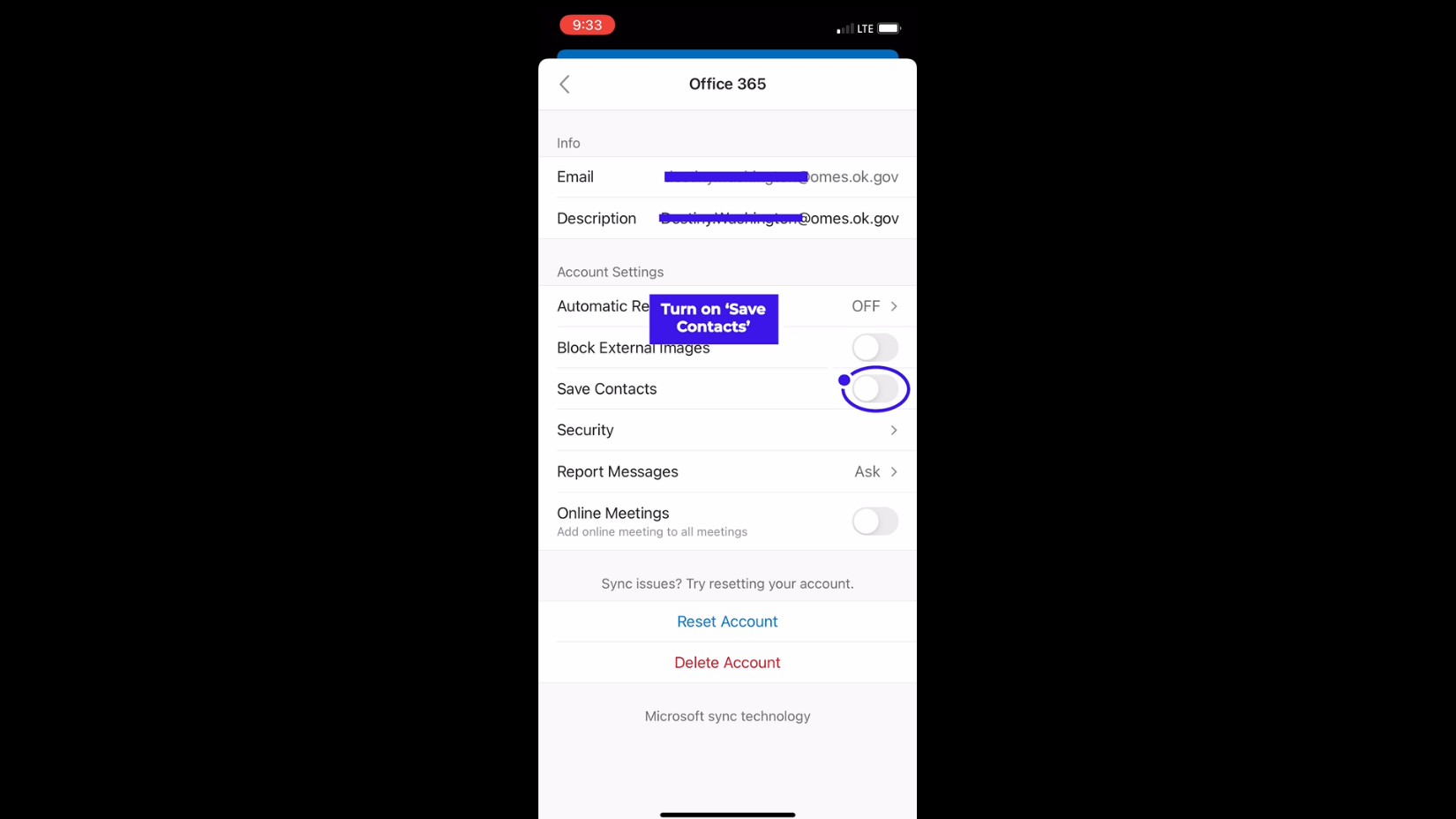
* Open the Outlook app. Select the **photo/circle icon** in the top left corner.



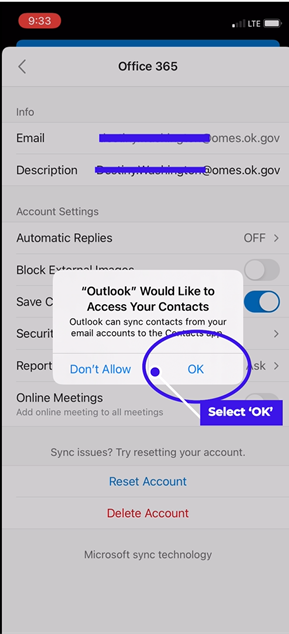
* Select the **gear icon** at the bottom left corner. Then, select **Office 365**.



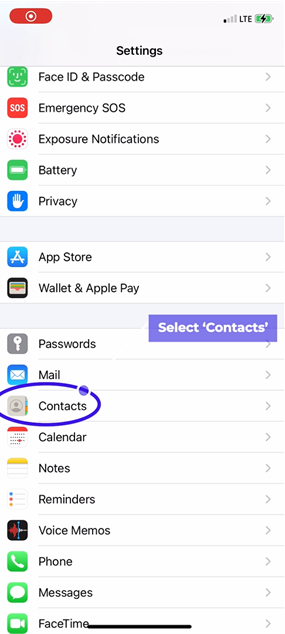
* Slide the button right to turn on **Save Contacts**. Then, select **Save to my iPhone**.



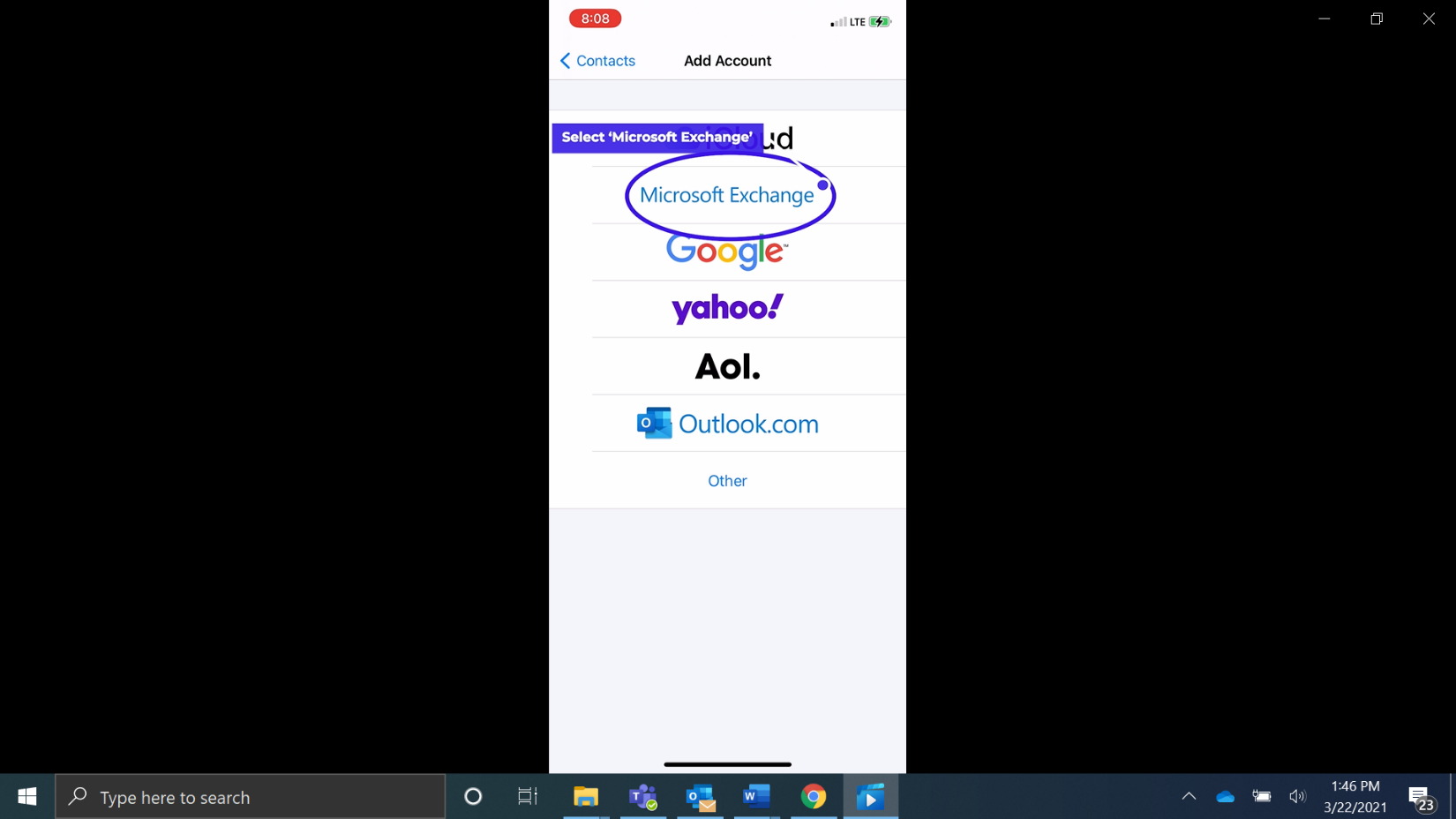
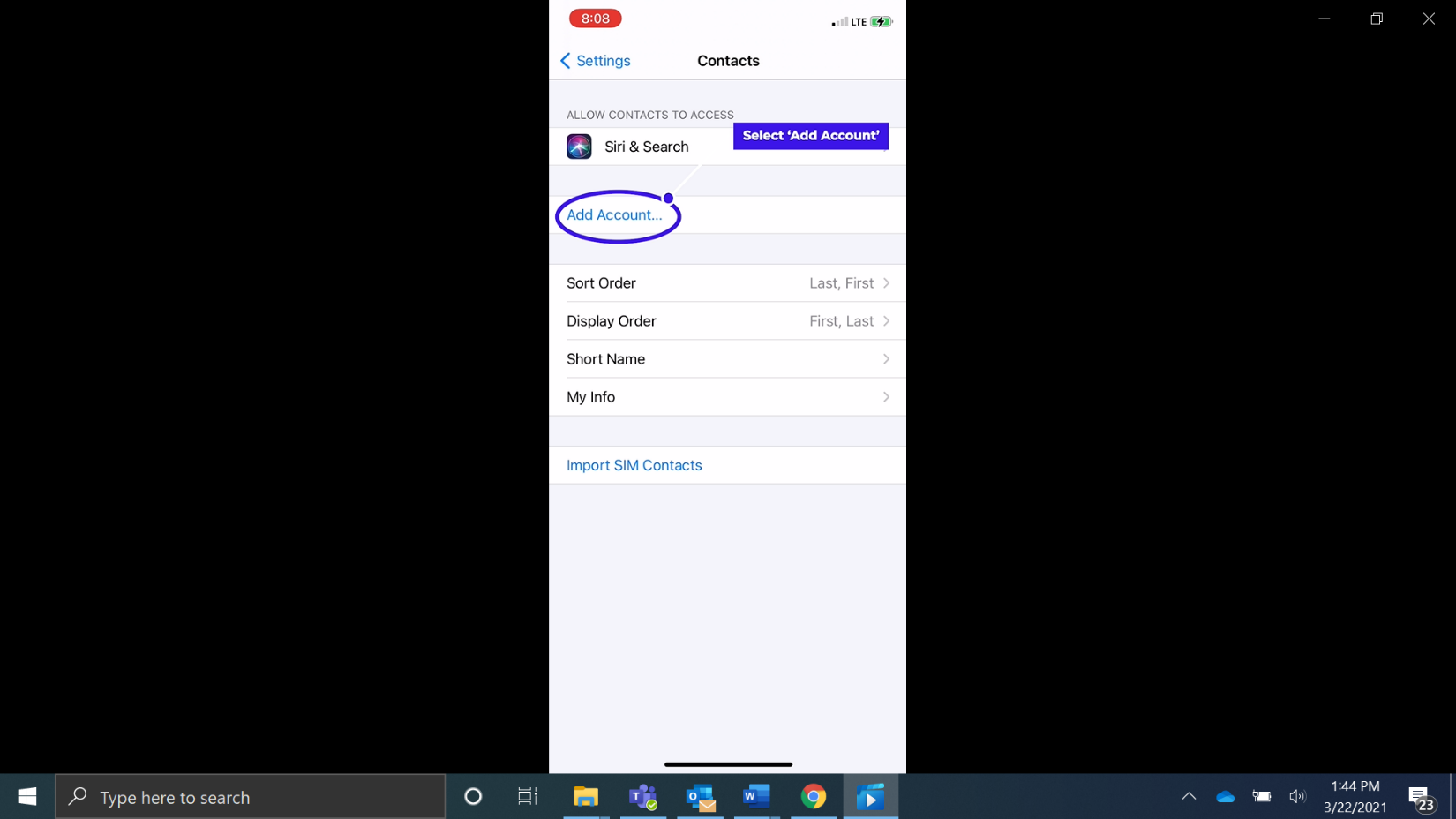
* Select **OK** to allow Outlook to access your contacts.



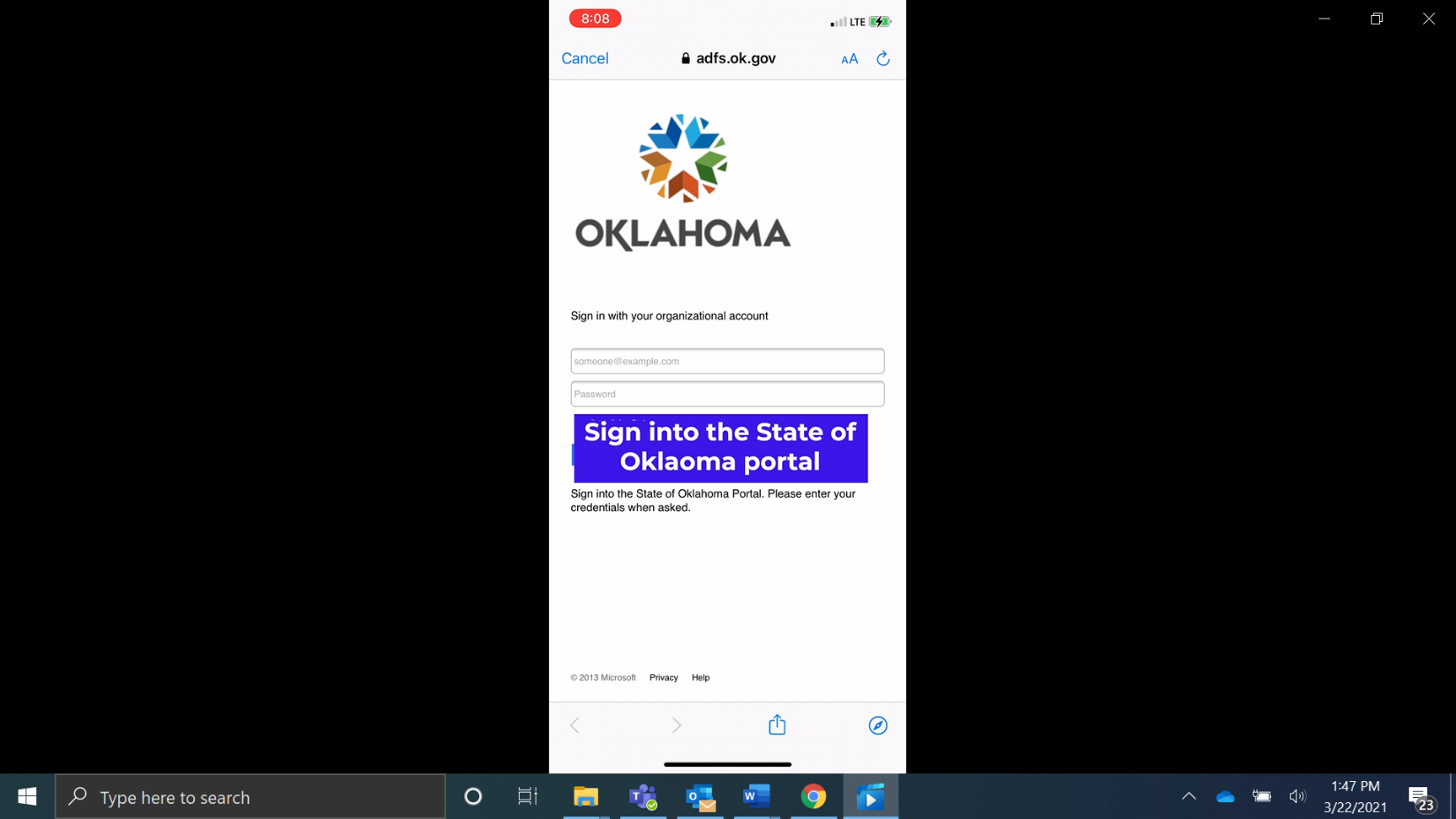
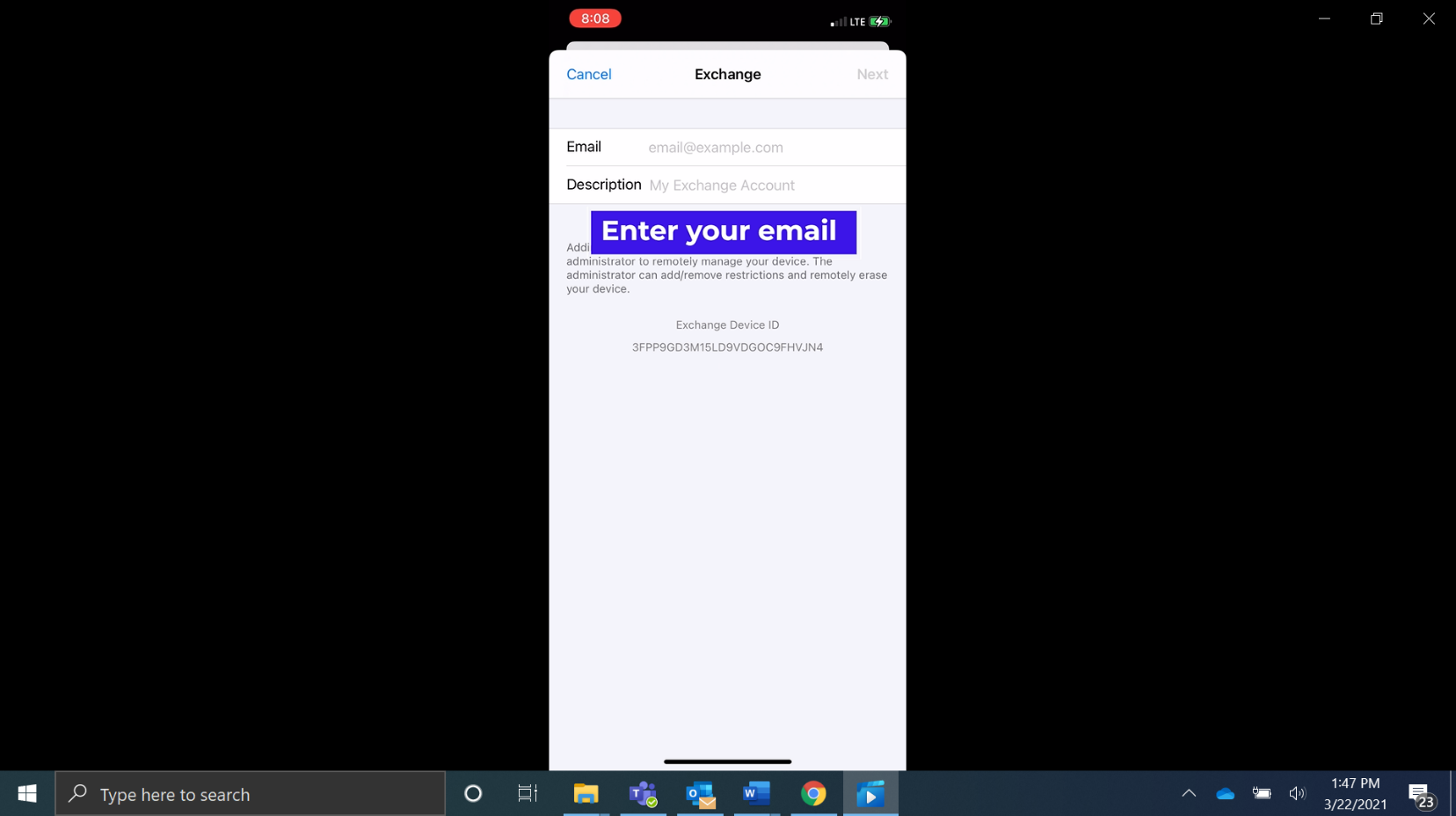
* Swipe up and go into **Settings** to begin contacts and calendar sync. Select **Contacts**.



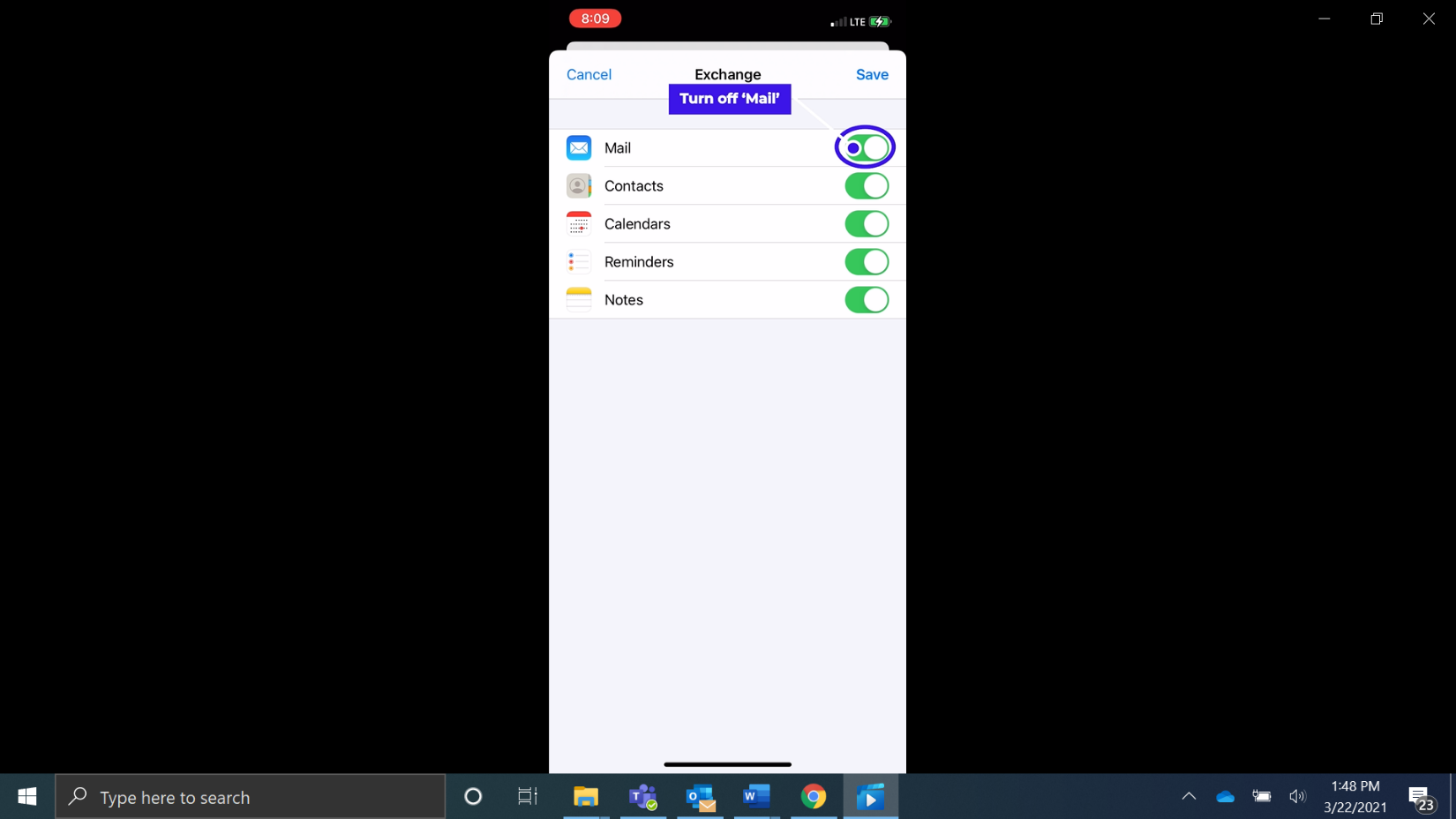
* Select **Add Account**. Then, select **Microsoft Exchange**.



* Enter your email. Sign into the Oklahoma portal.



* Slide the button left to turn off Mail.



* If you need additional help, contact the [OMES Service Desk](mailto:servicedesk@omes.ok.gov).