

Overview:

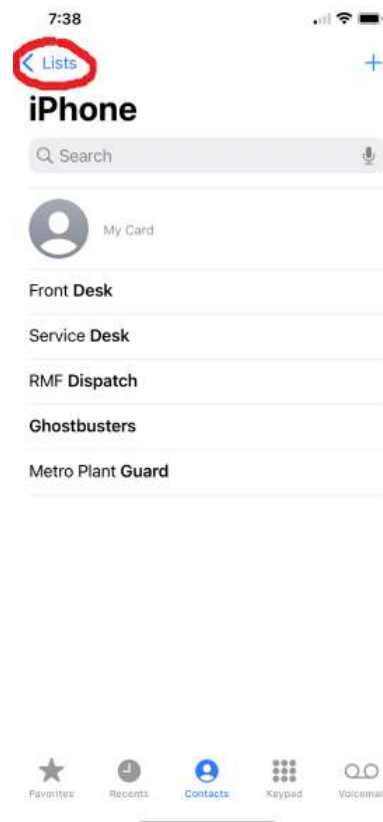
These instructions will walk you through migrating your iPhone contacts to Outlook and setting up contact synchronization between your phone and Outlook.

Prerequisites:

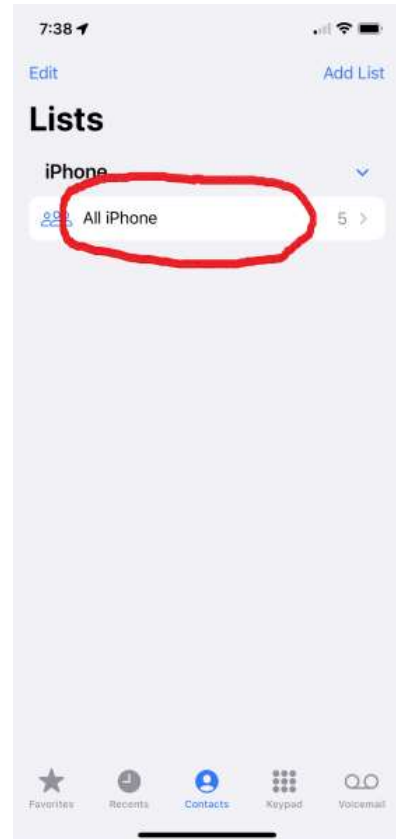
1. An iPhone.
2. Outlook installed on your iPhone.
3. Internet access, preferably WiFi.
4. A Metropolitan Council email address.

Contact backup and syncing setup:

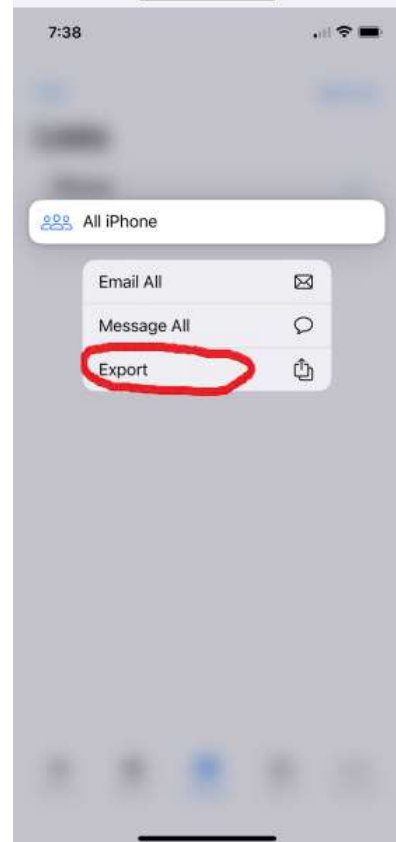
1. Open your contacts on your iPhone and tap “Lists” on the top left of the screen.



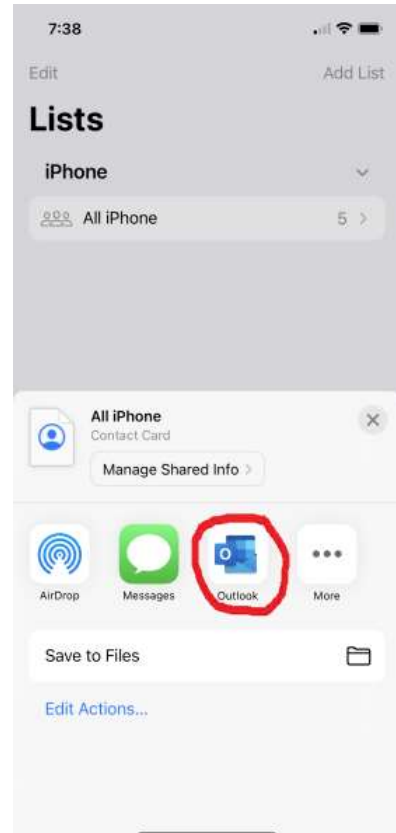
2. Press and hold on “All iPhone” until the export menu pops up.



3. Tap on “Export”.



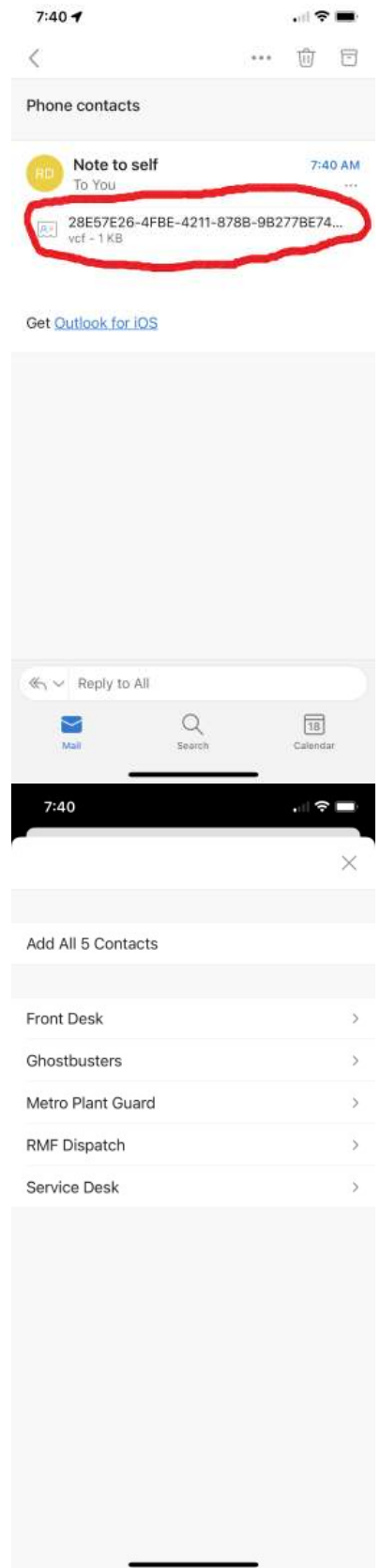
4. Select "Outlook".



5. A new email message will open with the .vcf contact file attached. Enter your own email address in the To: field and send it.



6. Once you receive the email from yourself, tap the attached contact card and a menu will open.



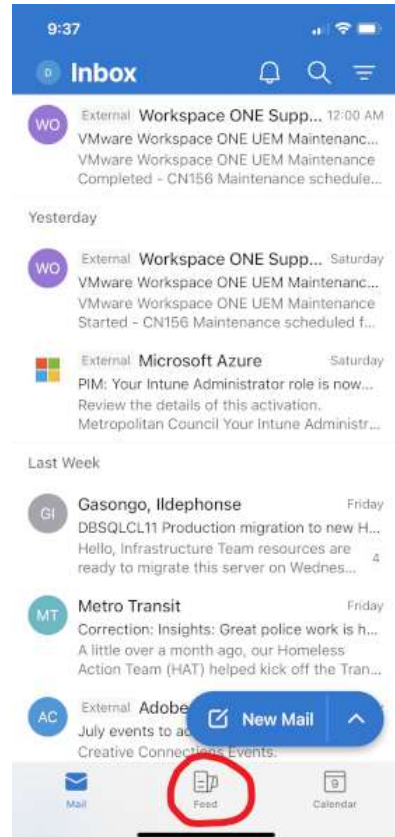
7. You can either add all contacts or pick and choose which you want to save to Outlook. Contacts saved here will remain in the cloud attached to your work account and be accessible on PC, mobile, and the web via Outlook.



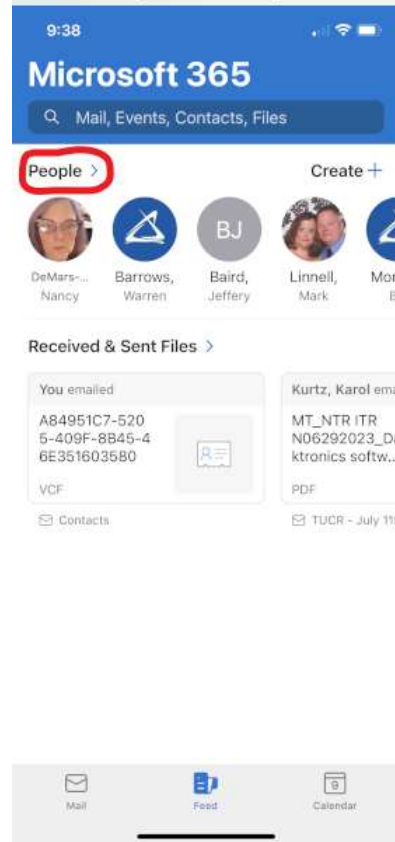
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iPhone Contacts Sync

- To verify that your contacts have successfully saved to your account you can tap the feed button at the bottom of the screen.



- Tap on "People" near the top left of the screen.

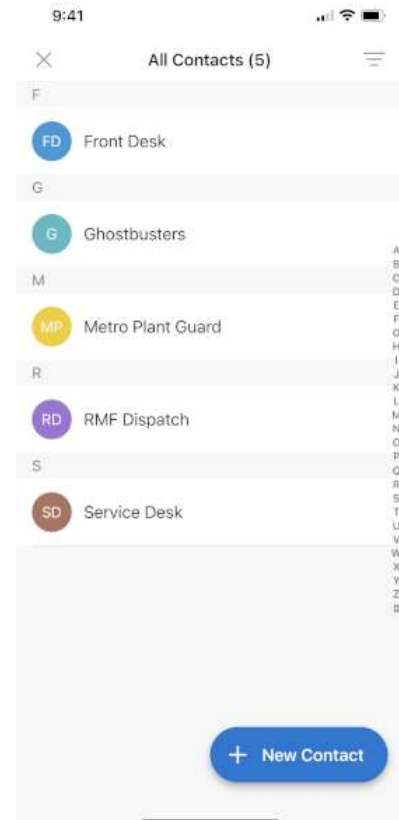




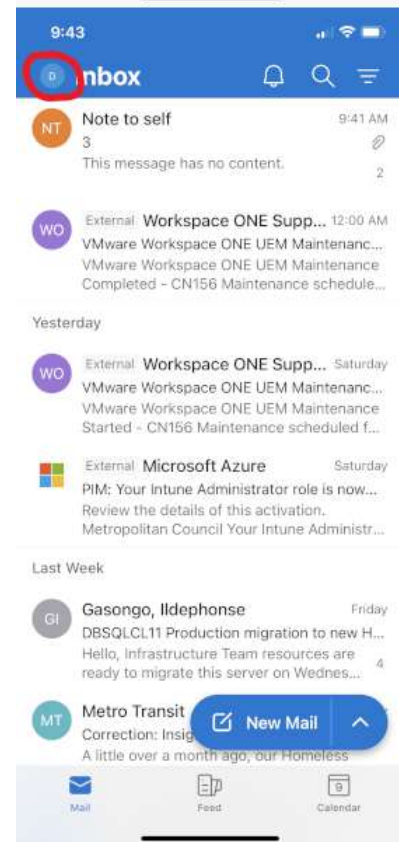
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iPhone Contacts Sync

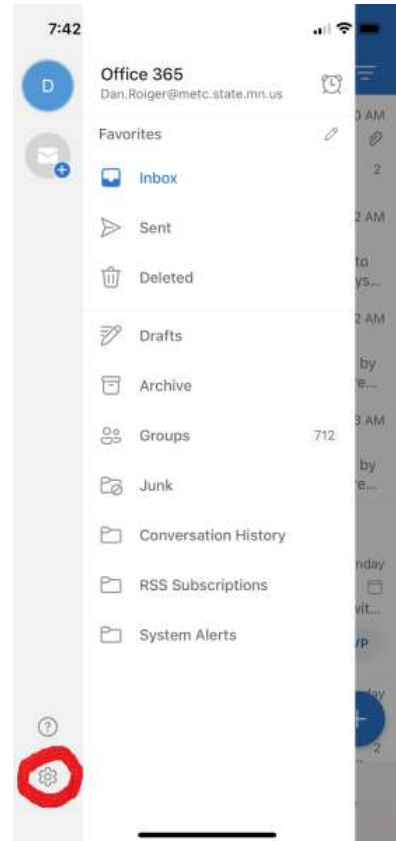
10. You should then see your saved contacts listed. Tap the “X” at the top left of the screen, and then the “Mail” icon on the bottom left of the screen to return to your inbox.



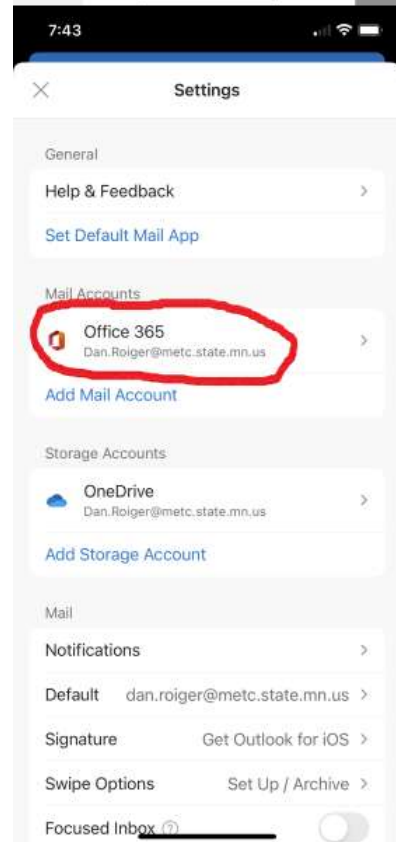
11. To sync contacts back to a new or existing phone you need to enable “Save Contacts” in the Outlook settings within the app. Tap on your initial near the top left of the screen.



12. Tap on the gear icon on the lower left of the screen.



13. Tap on your Office 365 account.

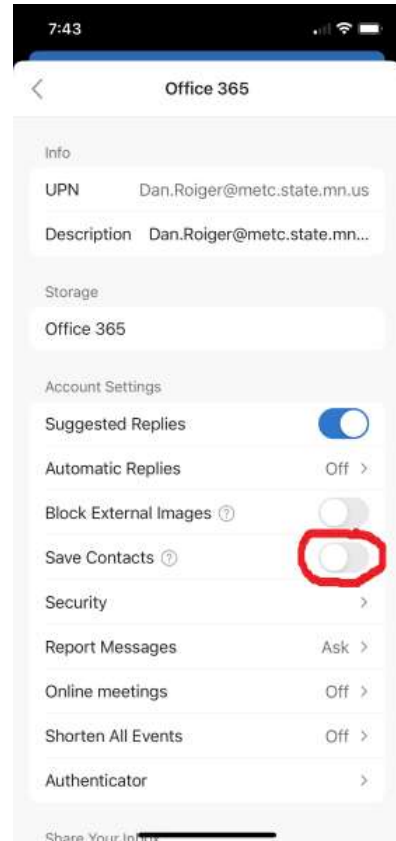




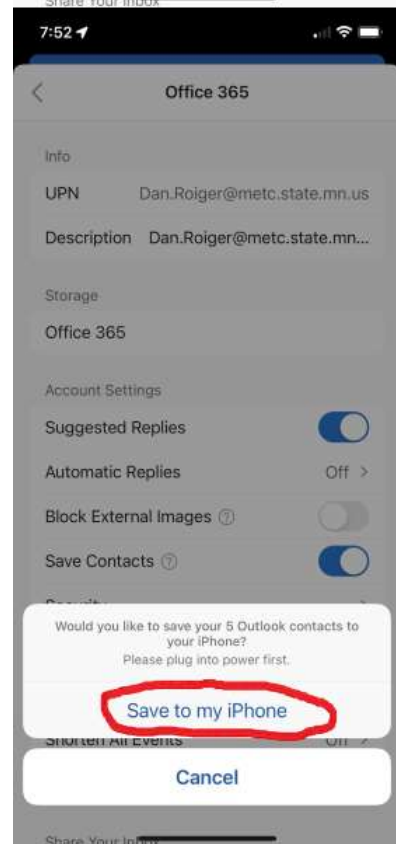
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iPhone Contacts Sync

14. Tap on the toggle switch for "Save Contacts".



15. Confirm that you want to save contacts to your phone by tapping "Save to my iPhone".



16. New contacts created in the iPhone Contacts app will not save to Outlook. It is recommended to make all new contacts via the Outlook app to ensure that your contacts remain backed up and synced between devices.

To make a new contact, tap on the magnifying glass icon on the bottom of your Inbox.

17. Next, click "Create" to open the new contact window.

