

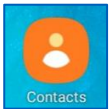
Sync Outlook Contacts on Android Device

Outlook contacts can be synced to an Android device that has the Outlook App installed.

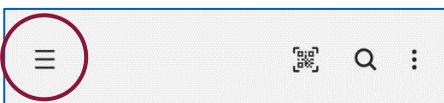
Quick Reference Guide

Access Contacts

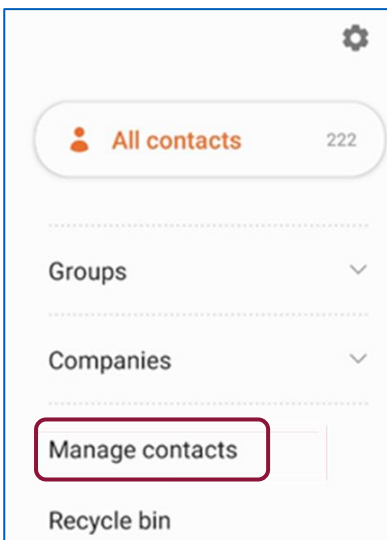
- Open [Contacts](#).



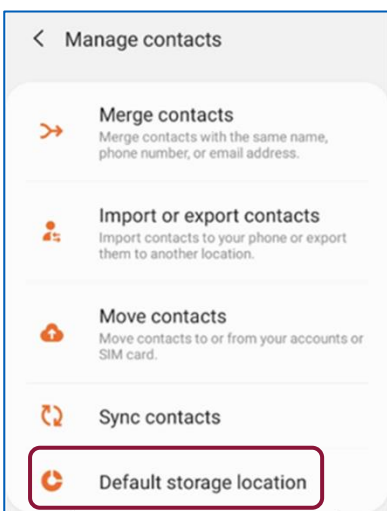
- Select the [Menu](#) icon (3 lines).



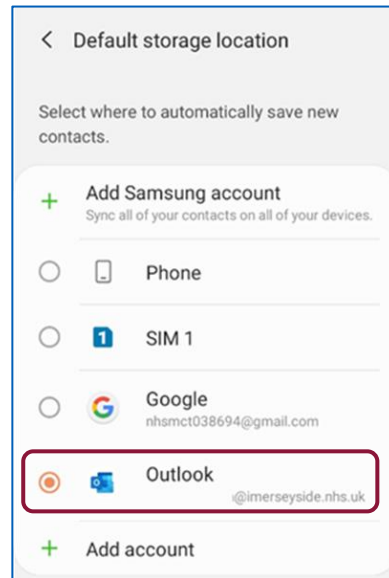
- Click [Manage contacts](#).



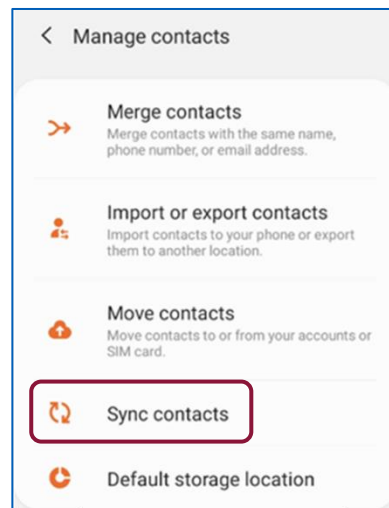
- Select [Default storage location](#).



- Select [Outlook](#).



- Select [Sync Contacts](#).



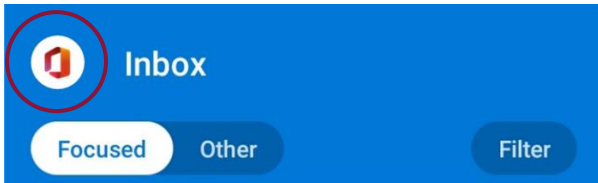
- Close [Contacts](#).

Access Settings

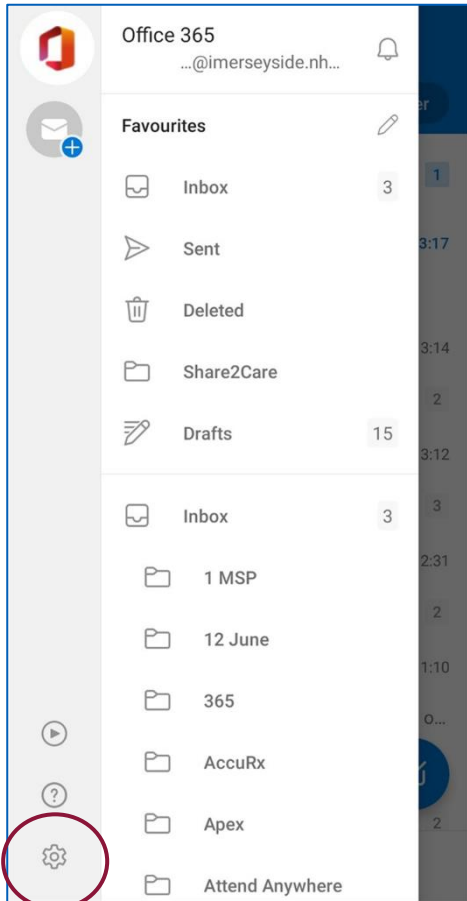
- Open the [Outlook App](#).



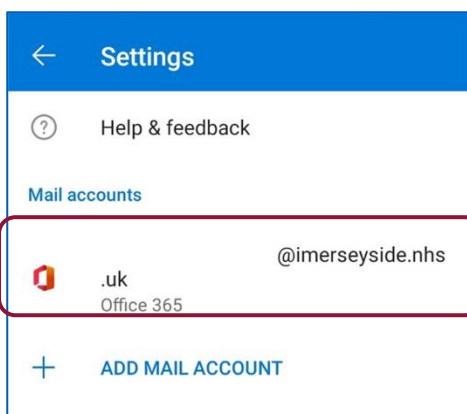
- From the **Inbox** screen, click the **Account Logo**.



- Click the **Settings** icon.

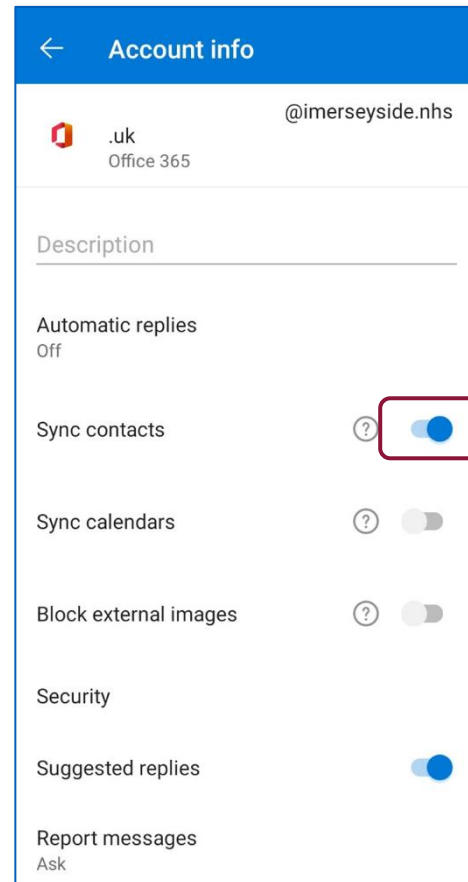


- Select the **Office 365 Email Account**.



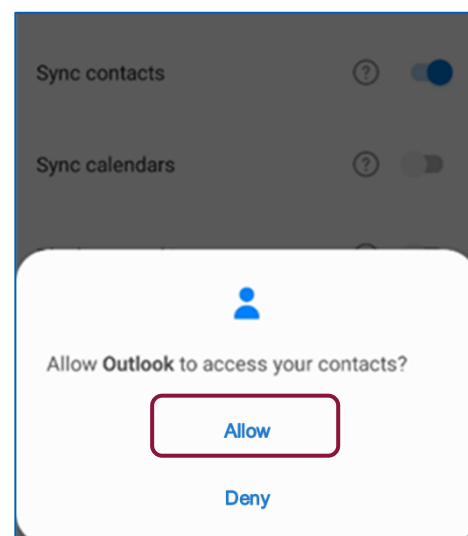
Sync Contacts

- Turn on **Save Contacts**.



A prompt will appear for Outlook to access contacts.

- Select **Allow**.



To book training or speak to a trainer, please get in touch via: training@imerseyside.nhs.uk