

Quick Reference Guide (QRG)

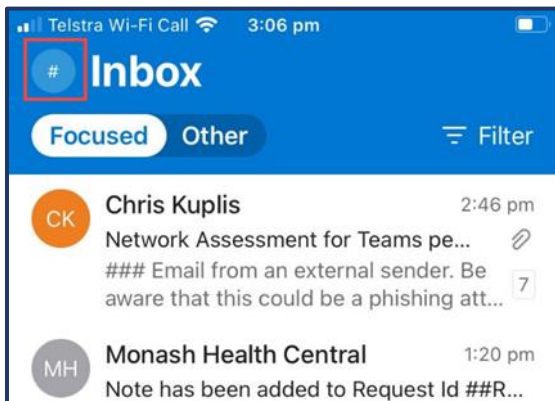
M365 Synchronising Outlook Contacts to your mobile phone or tablet device

You may not be able to view your contacts following your Outlook migration to Microsoft 365, follow the steps in this QRG to restore viewing your contacts on your mobile phone or tablet device

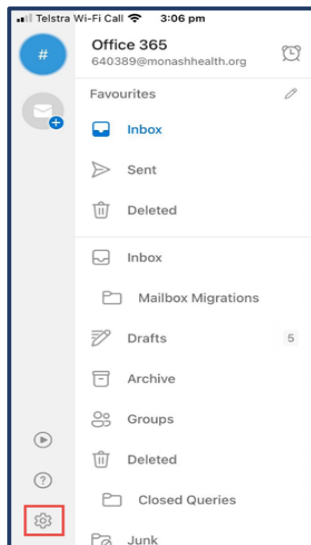
NOTE: Synchronising occurs when connecting two accounts to transfer data between them. This process is completed **after** you have downloaded the Microsoft Outlook Application **and** setup your mail account on your mobile device.

On your mobile device

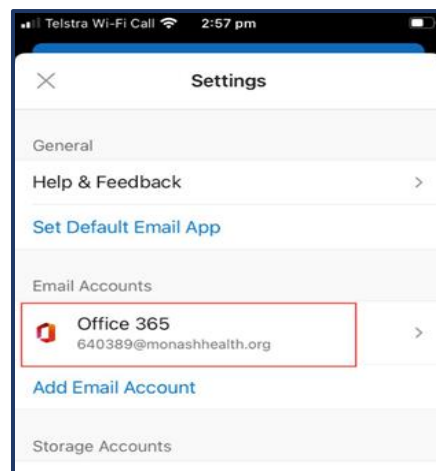
1. Open the Microsoft Outlook Application and Select the "Photo" icon.



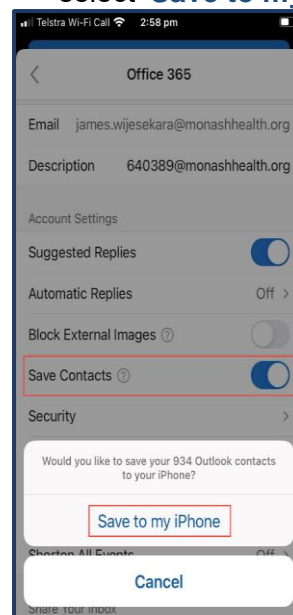
2. Select the "Gear" icon.



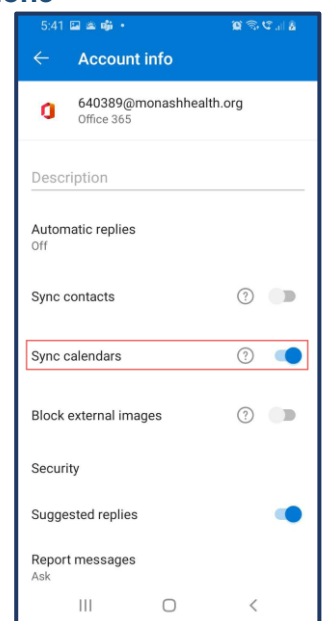
3. Under 'Email Accounts' select "Office 365" with your Monash Health email address below it



4. Switch **ON** toggle for "Save Contacts" and select 'Save to my phone'



Apple Devices



Android Devices