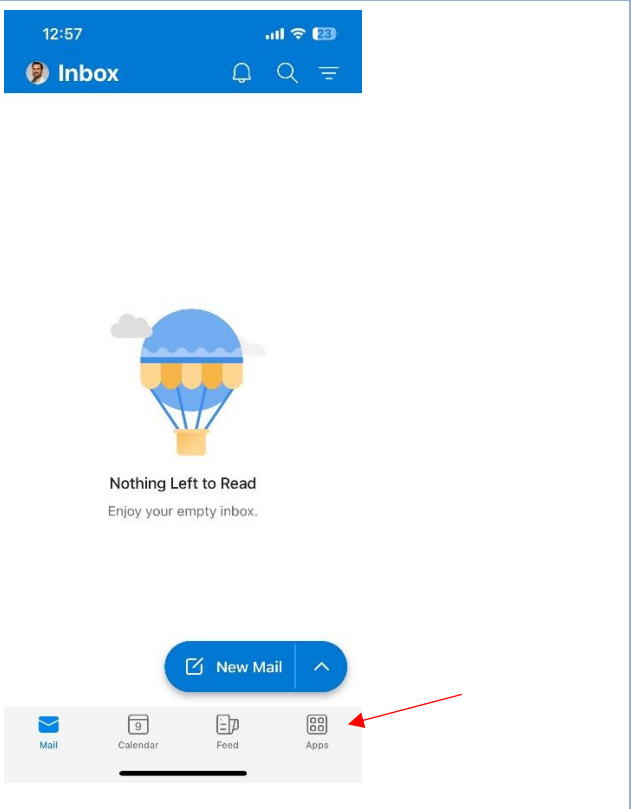
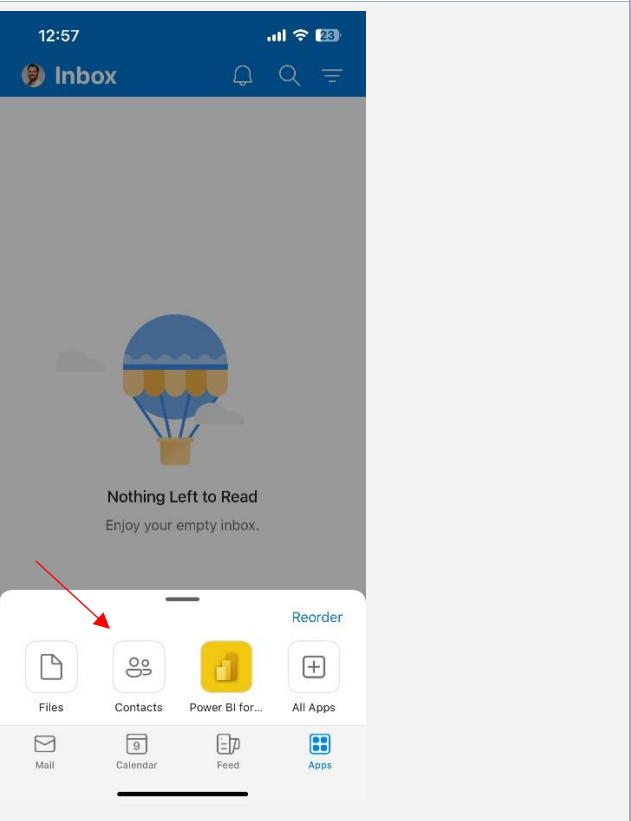
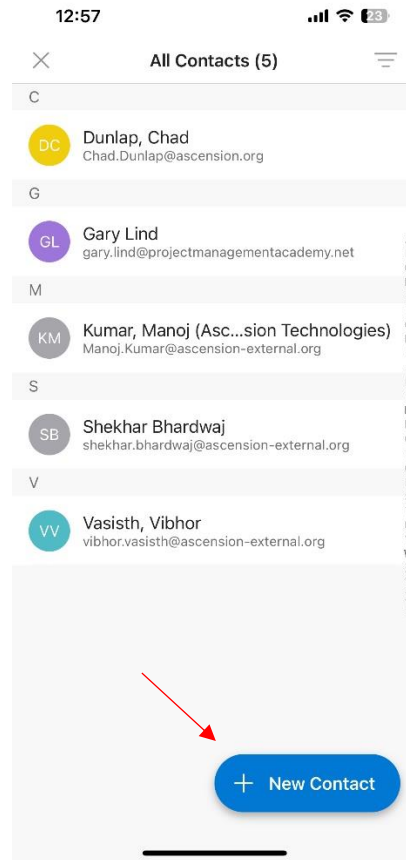


Saving Contacts to Outlook for iOS (Corp. / BYOD)

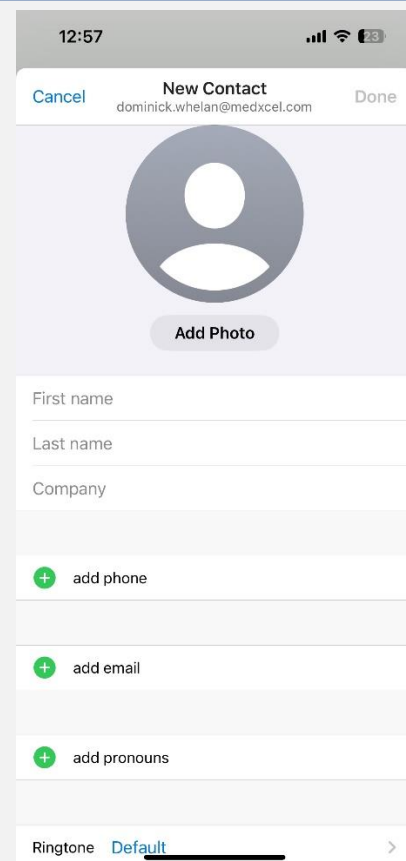
Process Steps:	Image:
<p>1. Open up your Outlook mobile application. Tap the “Apps” option in the bottom-right corner.</p>	 <p>A screenshot of the Outlook mobile application's main screen. At the top, the status bar shows the time 12:57, signal strength, Wi-Fi, and battery icons. Below that is a blue header with a profile icon, the word 'Inbox', a notification bell, a search icon, and a menu icon. The main content area features a blue hot air balloon illustration and the text 'Nothing Left to Read' and 'Enjoy your empty inbox.' At the bottom, there is a 'New Mail' button and a dock with four icons: Mail, Calendar, Feed, and Apps. A red arrow points to the 'Apps' icon in the dock.</p>
<p>2. Tap the “Contacts” app.</p>	 <p>A screenshot of the iOS App Drawer. The background is a dimmed version of the Outlook app's main screen. The App Drawer is open, showing a grid of app icons: Files, Contacts, Power BI for..., and All Apps. A red arrow points to the 'Contacts' icon. Below the App Drawer, the Outlook app's dock is visible with icons for Mail, Calendar, Feed, and Apps.</p>

3. Tap the “New Contact” open in the bottom-right corner.



4. Fill out the contact form.
Required fields are in red below.

- **First name**
- **Last name**
- **Company (optional)**
- **Add phone (optional)**
- **Add Email**



5. The form will look like this when complete. Tap “Done” in the top-right corner, and you have successfully saved a contact to your Outlook contacts.

Note this feature will also sync and save the contact to your iPhone contacts as well.*

