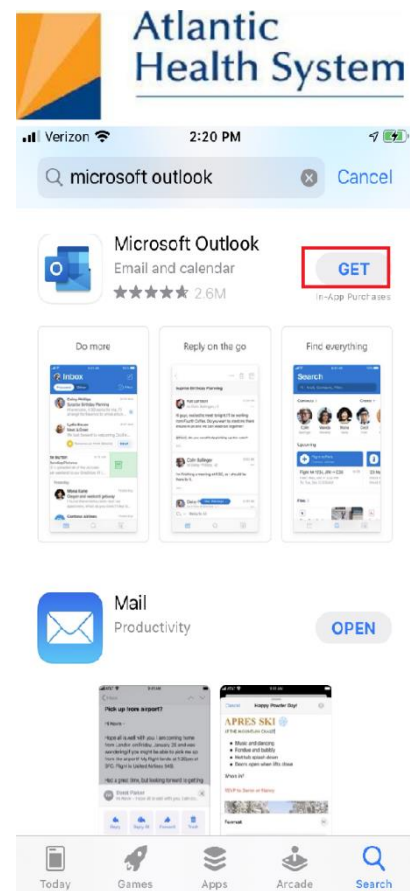


AHS Outlook Mobile App Installation Guide

Download

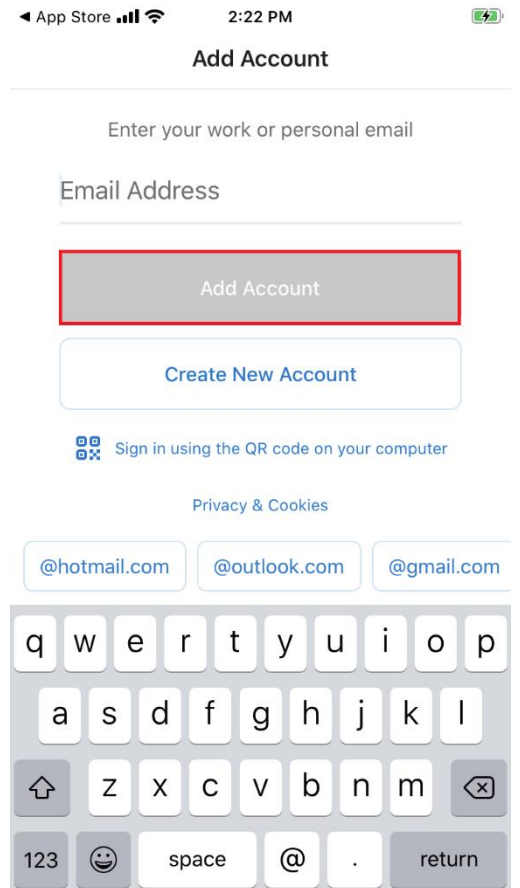
- Download “Microsoft Outlook” from the App Store.



Outlook Mobile App

Add Account

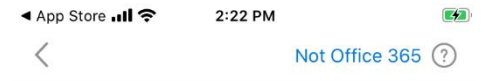
- Open the Outlook app
- Click **Add Account**



Outlook Mobile App

Authenticate

Click Open Authenticator.



Please Authenticate

Please go to the Authenticator app to continue.

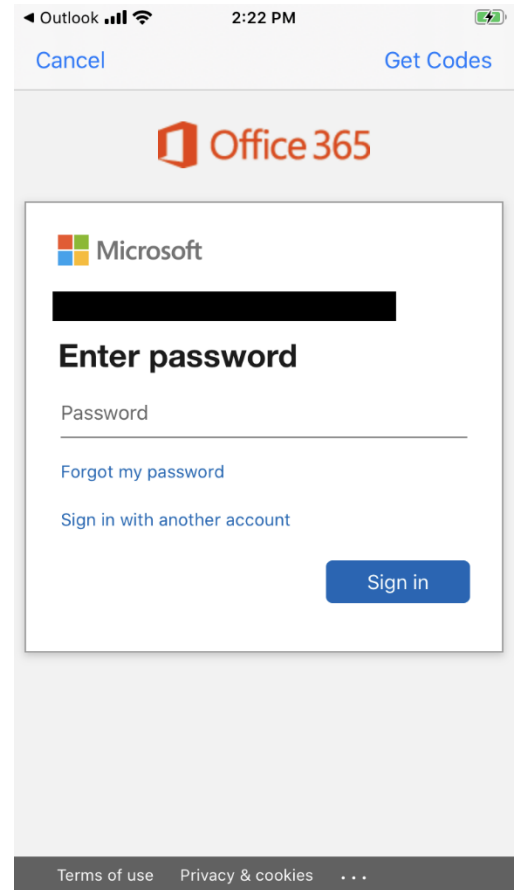
[Open Authenticator](#)



Outlook Mobile App

Account Setup

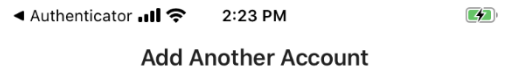
- Your AHS email address will appear.
Enter your AHS domain password.
Click Sign In.



Outlook Mobile App

Account Setup

Click Maybe Later.



Would you like to add another account?

Maybe Later

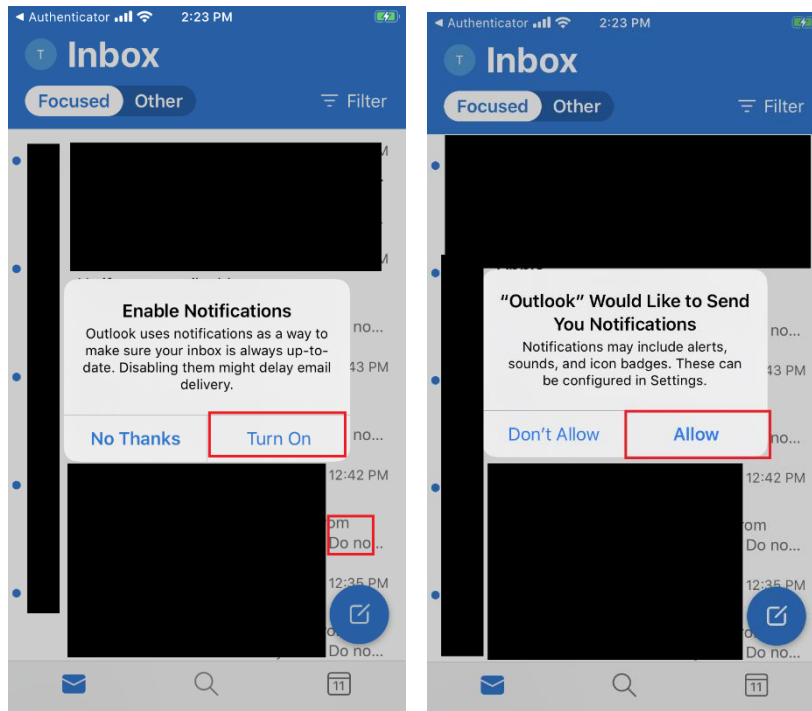
Add



Outlook Mobile App

Account Setup

- Click **Turn On**, then **Allow** to enable notifications.



Initial Setup is now complete. You can now access your AHS email and calendar on your mobile device.



Syncing Outlook Contacts to mobile

Device

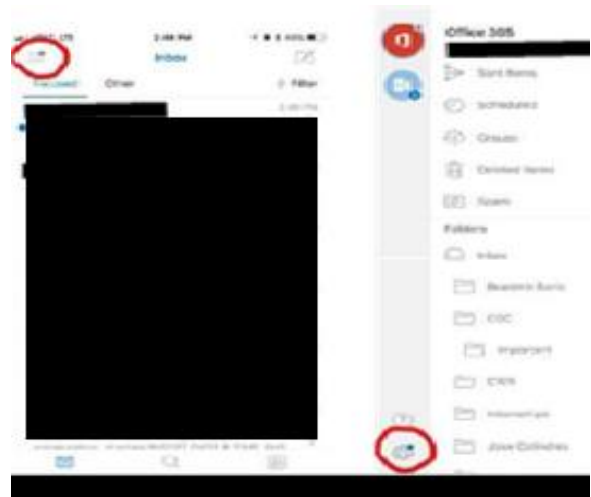
Outlook allows you to sync your contacts with the default Contacts app allowing you to see the name when you receive a call or text and view contact information directly on your phone. Please note contacts added via the default Apple contacts app will not sync to Outlook contacts.



Syncing Outlook Contacts to mobile

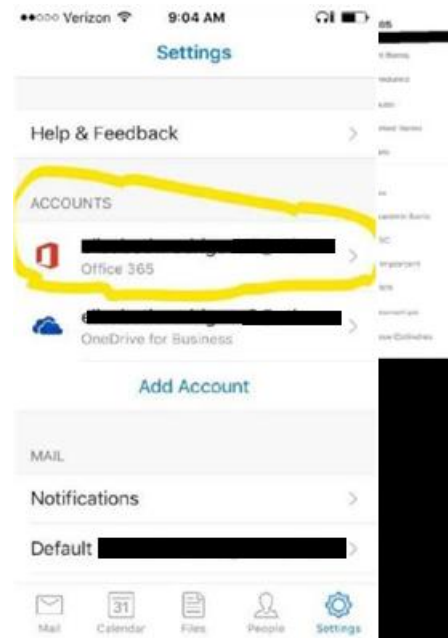
Within the Outlook App choose the menu icon on the top left.

Then choose the settings gear at the bottom left.



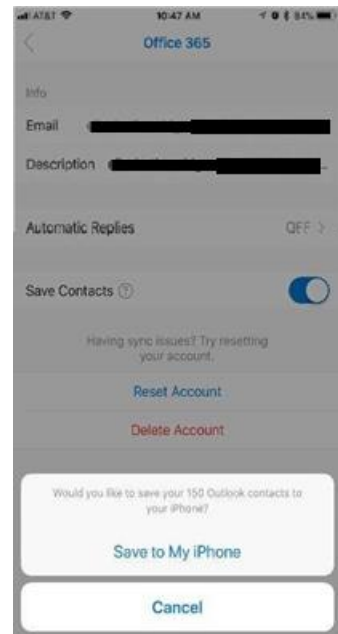
Syncing Outlook Contacts to mobile

Choose your Office 365 account



Syncing Outlook Contacts to mobile

Tap the “Save Contacts” feature then “Save to My iPhone”.



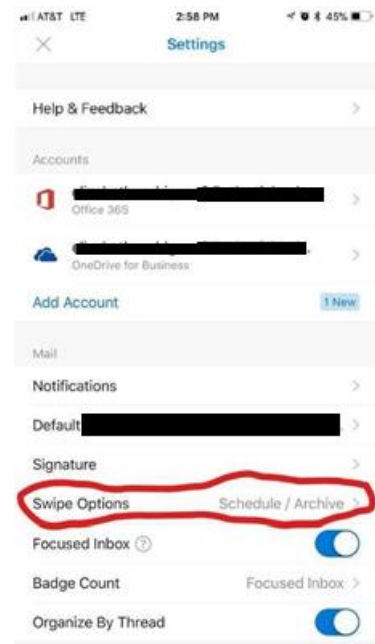
Outlook's Customizable Swipe

You can swipe right or left on an email to take actions like archive, delete, move, flag, mark as read/unread or schedule.



Outlook's Customizable Swipe

- To customize the swipe gesture settings open the Outlook Mobile App Settings and choose “Swipe Options”.



Outlook's Customizable Swipe

Gestures

- Tap on “Swipe Right” or “Swipe Left” to edit the gesture. Then choose the action you prefer to change it too.
- Changes will take effect immediately

