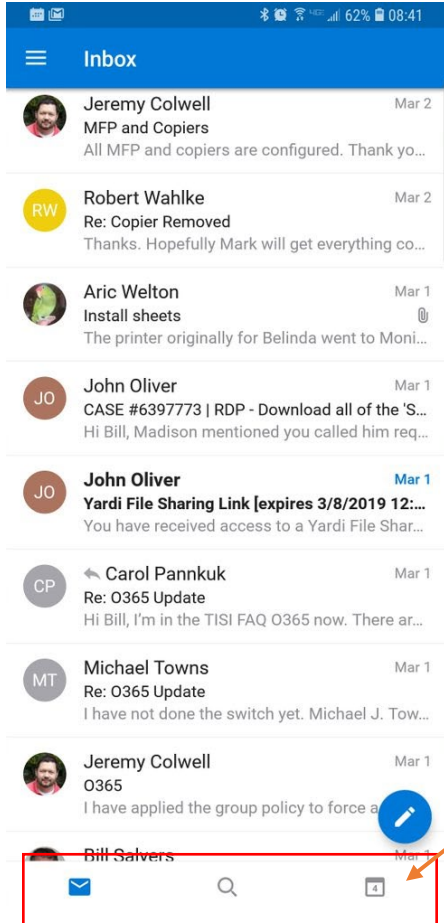


Customizing Your Smart Phone Outlook eMail Client

Email, Contacts, and Calendar

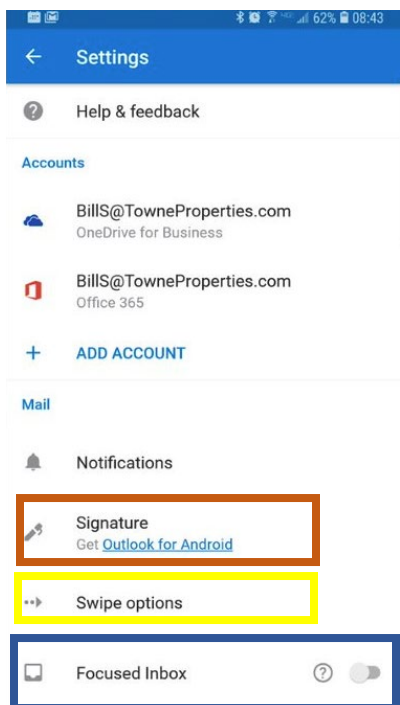
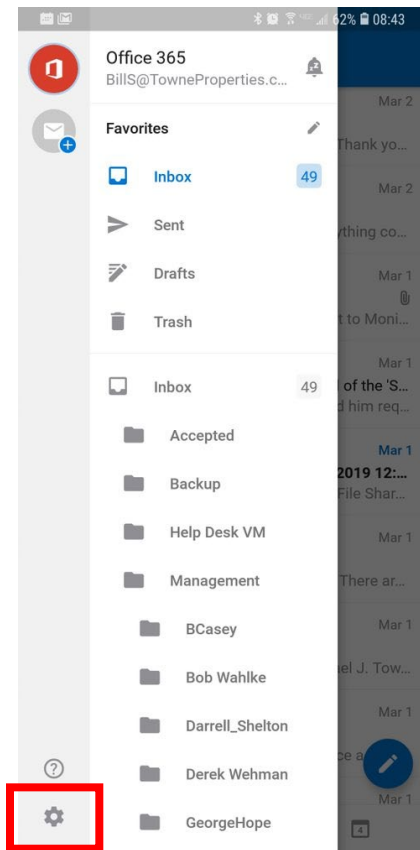


When you open the Outlook app on your SmartPhone, you will immediately have 3 options as shown below: email, Contact Search, and Calendar.

This Calendar section is now the official calendar app on the phone

Changing Options

By default, the contacts located in your Towne Properties account are NOT available for the phone to use for displaying anywhere except for in the Outlook Client. This should be changed so that all the apps in the phone can display Contact Names instead of just telephone numbers. To accomplish this, you will need to open the Outlook app and click on settings as shown in the picture:



When you click on the settings button, the screen will change to this one. At this level, you can setup your signature (Orange box), turn off the “Focused Inbox” – (Recommended) (Blue Box) or change your Swipe Options. (Yellow) Typically, when you swipe an email message on your phone, your intention is to delete it. However, by default, the message is moved to a phone-based archive. This needs to be changed to delete.

Syncing Contacts

While in that same view, click on the Office 365 account button, the one in red shown in the view.

You will get a new view as shown below. Click on the “Sync Contacts” option on an Android phone or the “Save Contacts” option on an iPhone. You can then use the back arrow to go back to the top level. Reboot the phone and you should be good to go!

