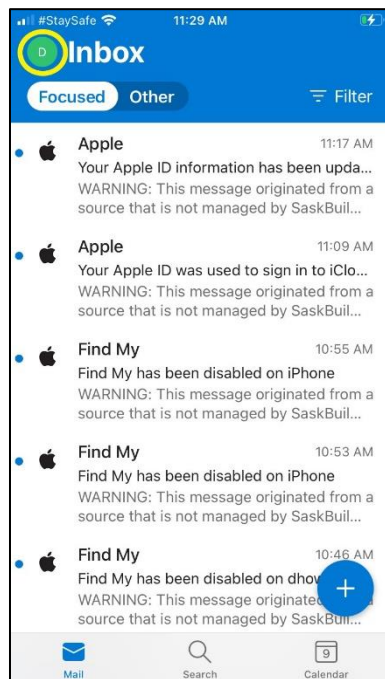


Turn off Outlook Focused Inbox & Organize Emails by Thread Settings

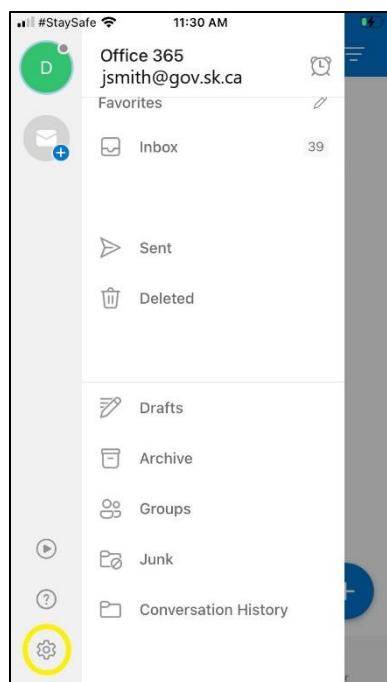
Focused Inbox intelligently pre-sorts your email so you can focus on what matters. It places your most important emails in "Focused" and the rest in "Other." Focused Inbox works across all your email accounts, personal and professional.

Organize Emails by Thread defaults to organizing email by thread which arranges messages as conversational threads based on the Subject of the message

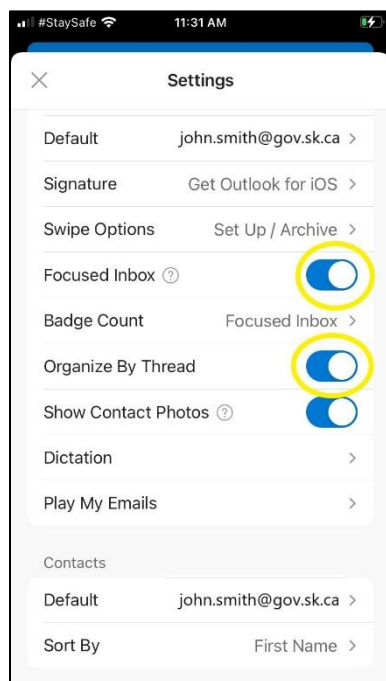
1. Open Outlook App
 - a. Touch **Your Initial** (top left-hand corner)



2. Touch Gear icon (bottom left-hand corner)

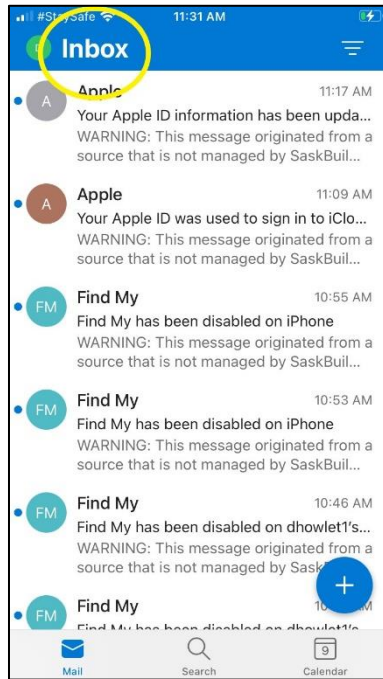


3. Scroll down to and turn off:
- Focused Inbox**
 - Organize By Thread**
 - Touch X (top left-hand corner) to close window



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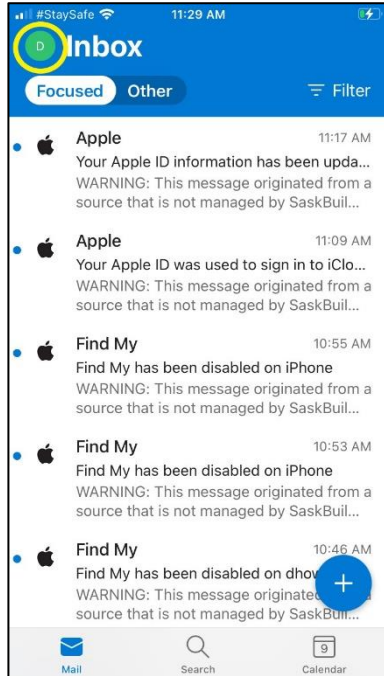
4. Outlook screen will now appear like this



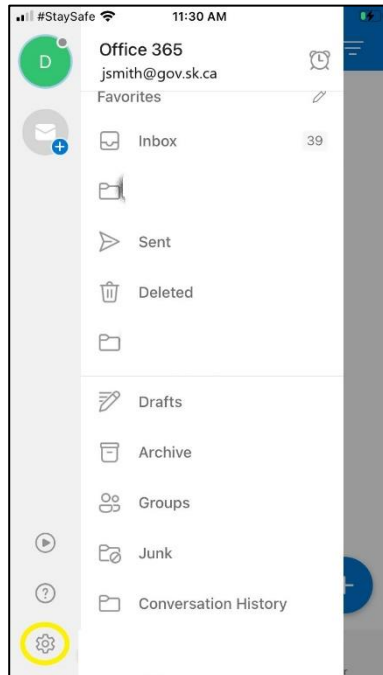
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Sync Contact from Outlook to Mobile Device

1. Outlook **will now open with your emails** – Touch **Your Initial** – (top left-hand corner)

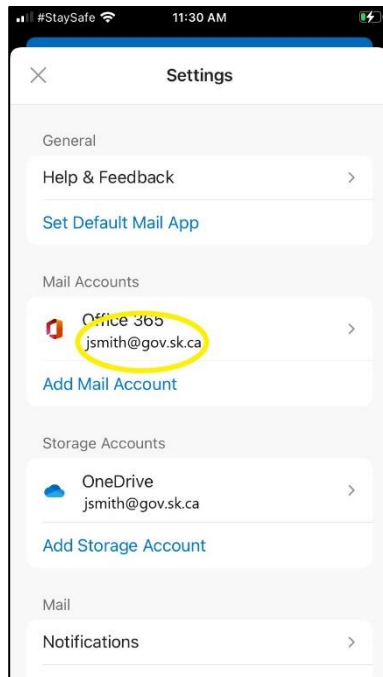


2. Touch **Gear** icon (bottom left-hand corner)

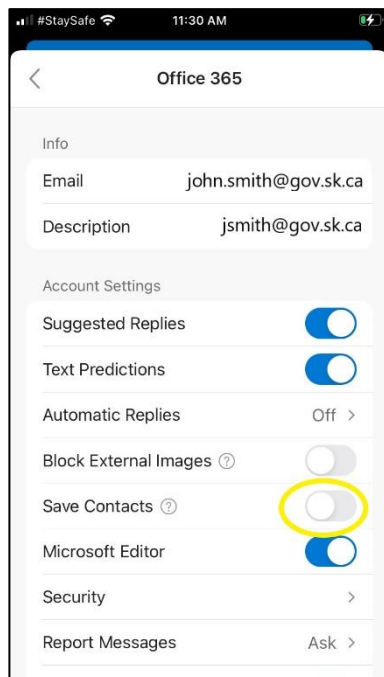


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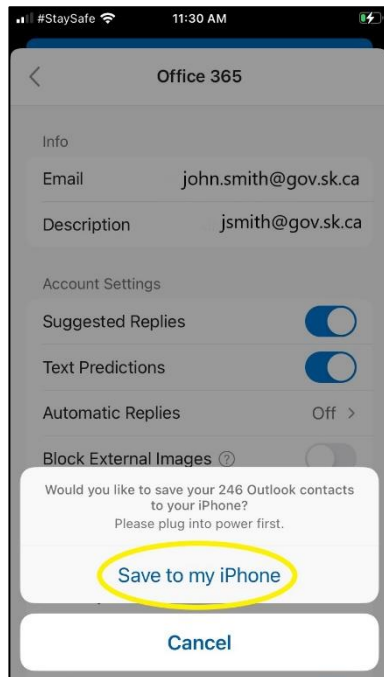
3. Touch **Government of Saskatchewan Microsoft username@gov.sk.ca**



4. Turn **Save Contacts On**



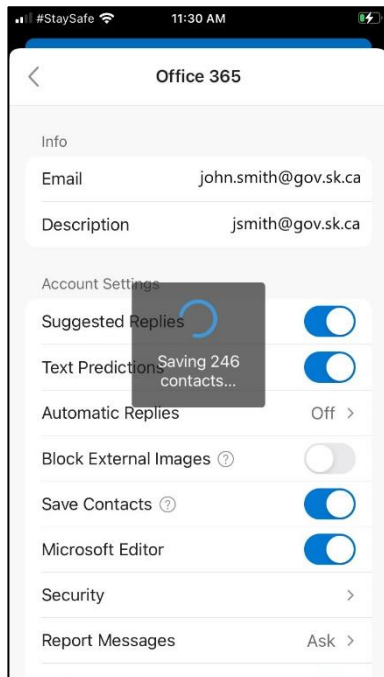
5. Touch **Save to my iPhone**



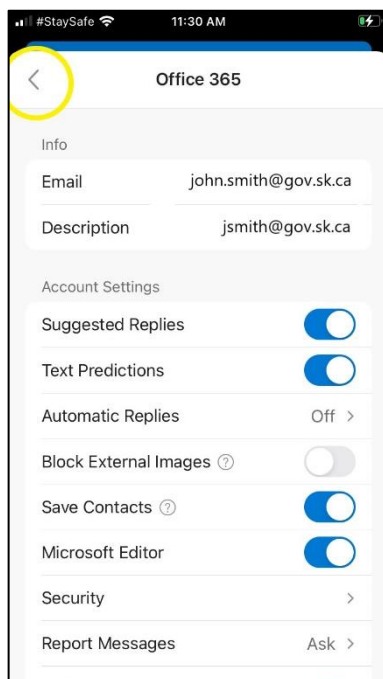
6. Touch **OK**



7. **Contacts from Microsoft Outlook are now saving to your phone**

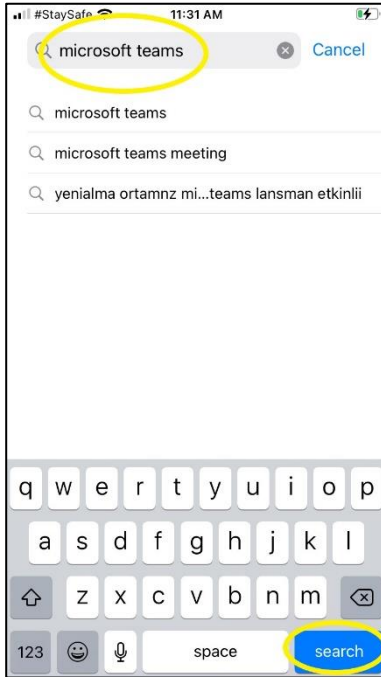


8. **Touch Back Arrow 2 times to exit Settings**

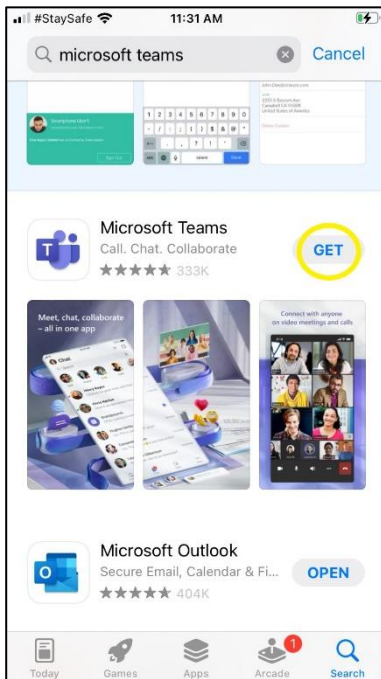


Teams App Option

1. Open App Store – Search for **Microsoft Teams**

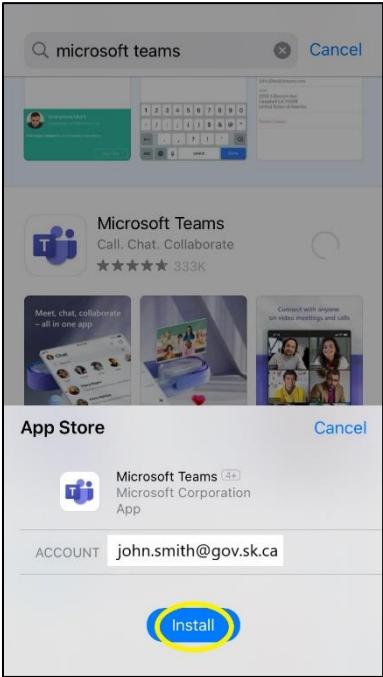


2. Touch **Get**

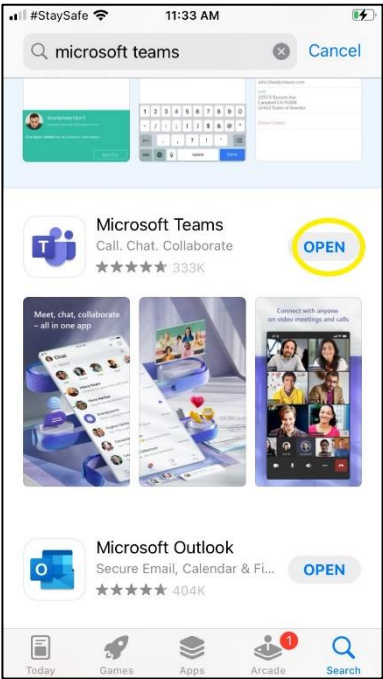


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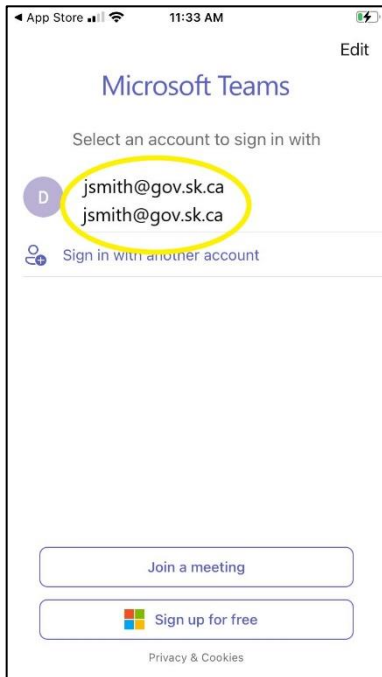
3. Touch **Install**



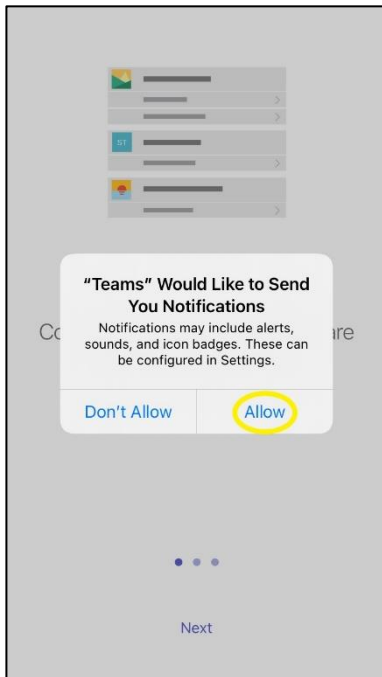
4. Touch **Open**



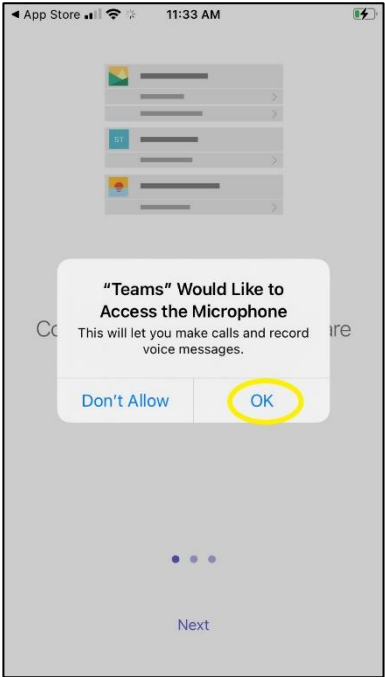
5. Touch **Government of Saskatchewan Microsoft Username**



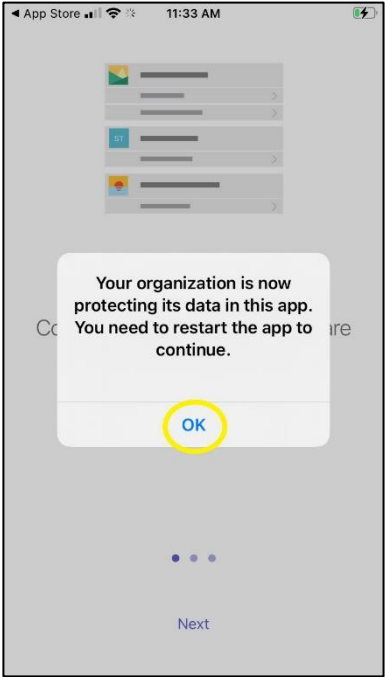
6. Touch **Allow**



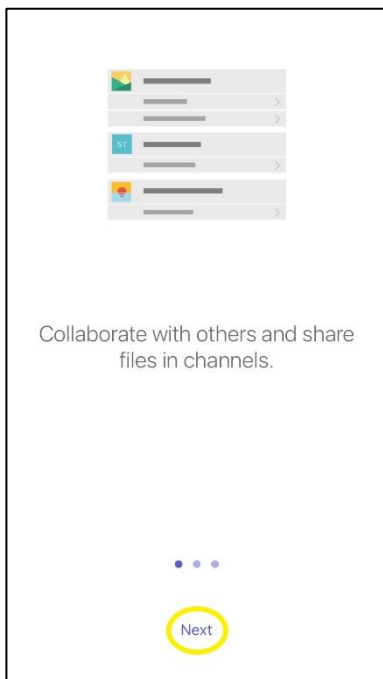
7. Touch **OK**



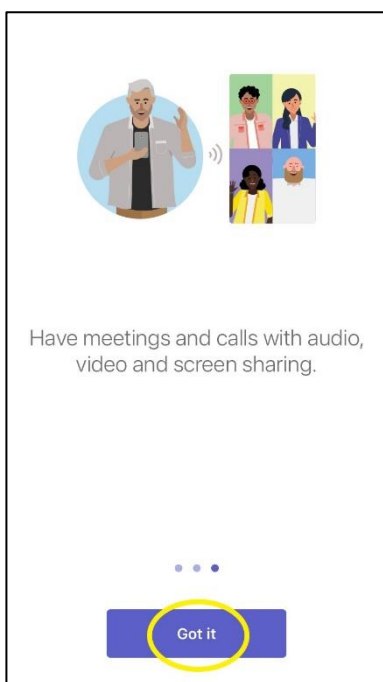
8. Touch **OK** – Re-open Teams



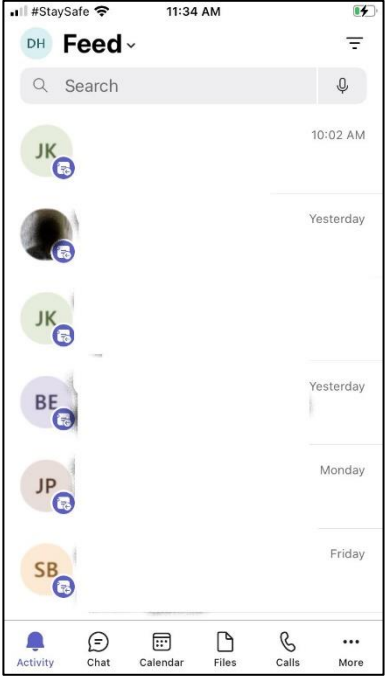
9. Touch **Next** – 2 times



10. Touch **Got It**



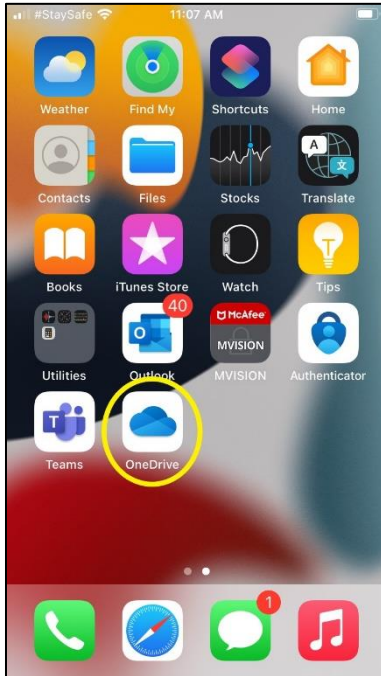
11. Teams is now available on your mobile device



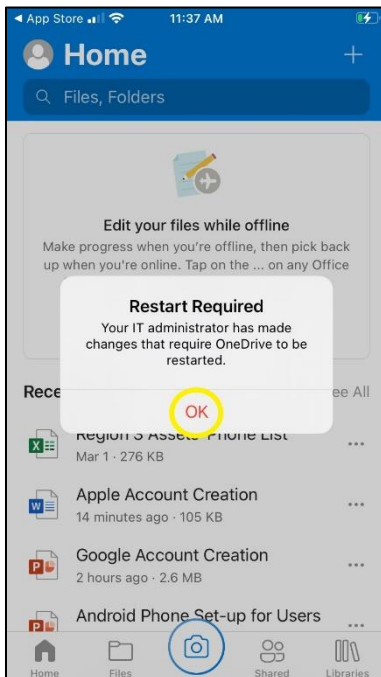
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OneDrive App Option

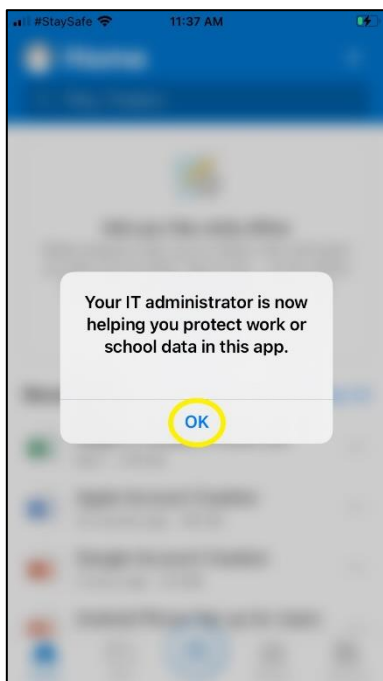
1. Search for **Microsoft OneDrive**
If it is not installed, download from App Store



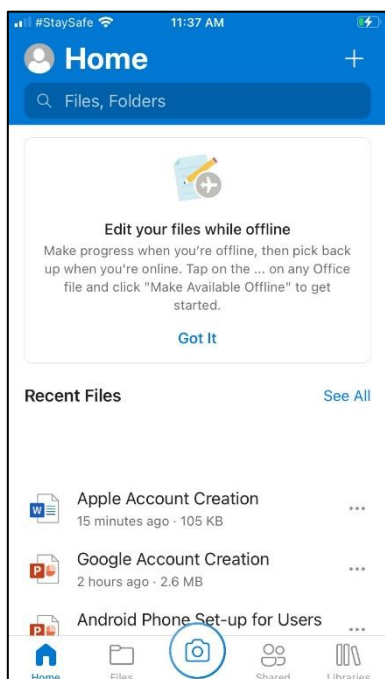
2. Touch **OK** – Re-open OneDrive



3. Touch **OK** – Re-open OneDrive

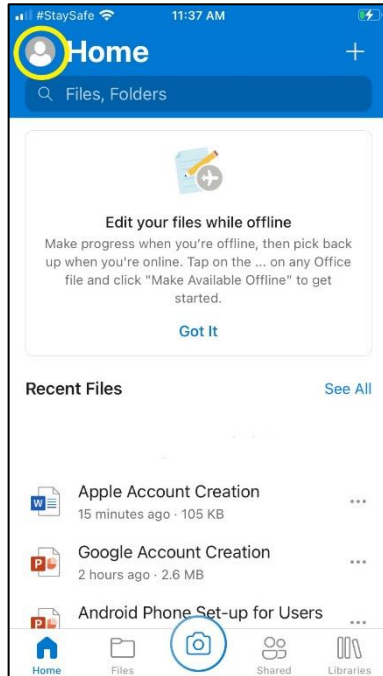


4. One Drive is now open
You now have access to files stored on your OneDrive

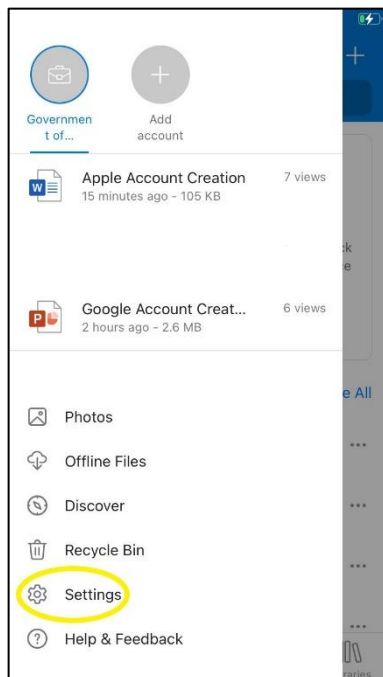


OneDrive App – Back-up photos

1. Open OneDrive
 - i. Touch your initials (top left-hand corner)



2. Scroll down to **Settings**

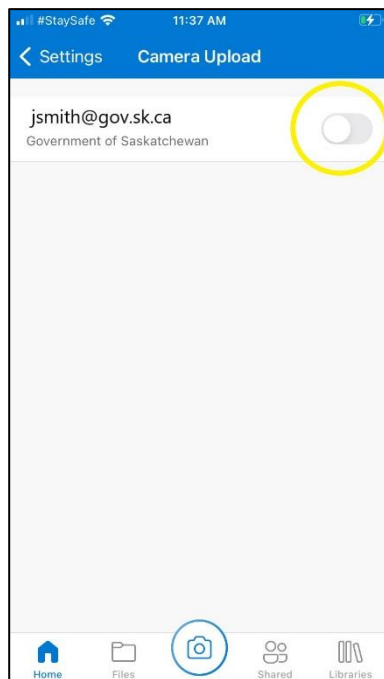


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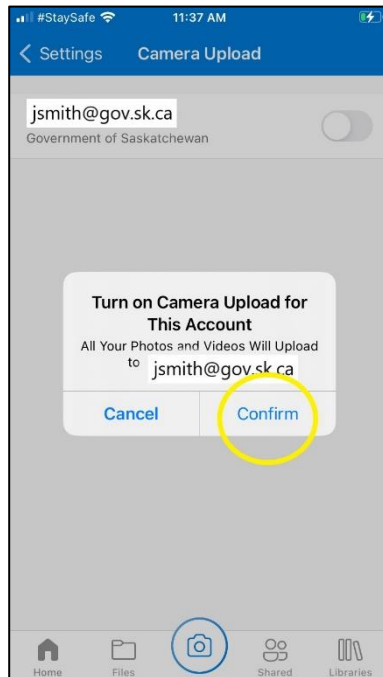
3. Touch **Camera Upload**



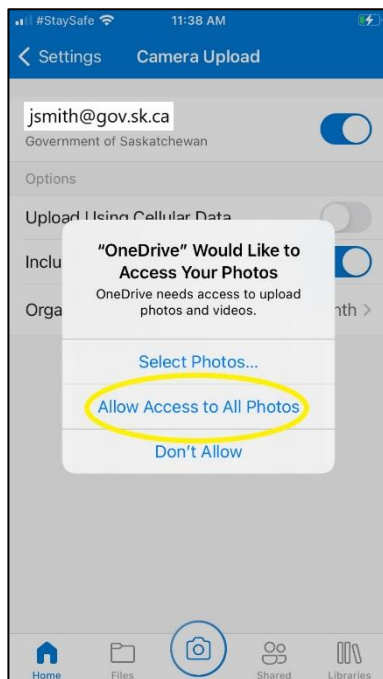
4. Slide **button** to turn on



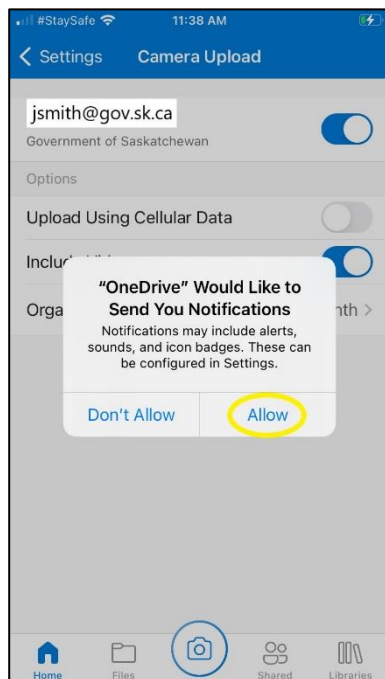
5. Touch **Confirm**



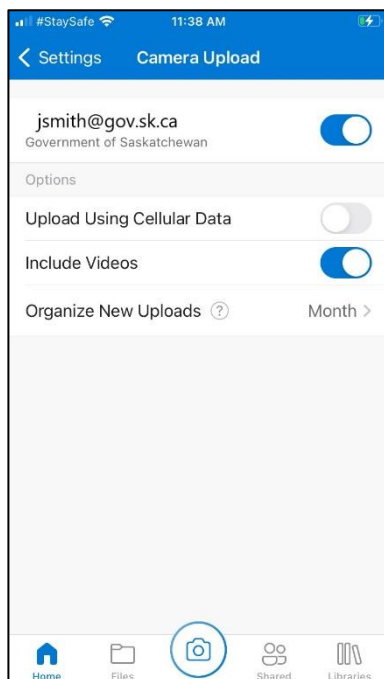
6. Touch **Allow Access to all Photos**



7. Touch **Allow**



8. Camera upload is now complete



iCloud App Option

Turn off iCloud Photo Back-up

If you turned on OneDrive Photo back-up, this option is not needed

1. Open **Settings**
 - a. Touch **Your Name**



2. Touch **iCloud**



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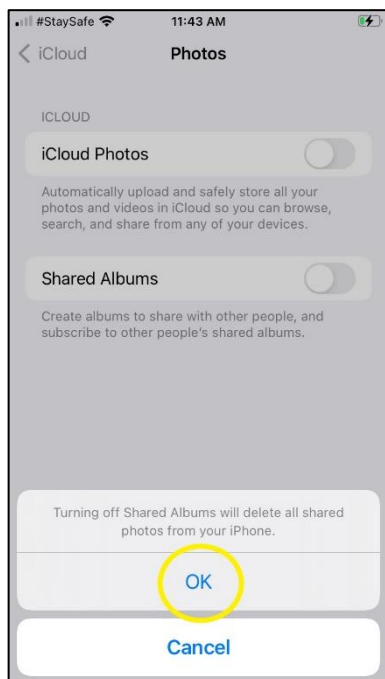
3. Touch **Photos**



4. Turn off:
- a. **Shared Albums**
 - b. **iCloud Photos**



5. This screen will appear when turning off Shared Albums

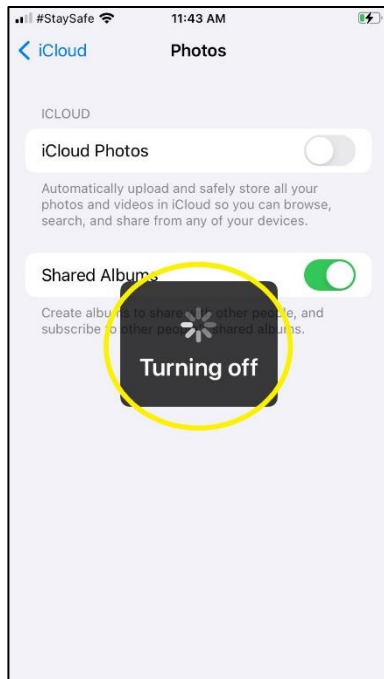


6. This screen will appear when turning off iCloud photos – touch download photos & videos to keep them on your phone



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7. This screen will appear when turning off iCloud photos



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Document Revision: 2022-05-03

Form Revision: 2020-01-14

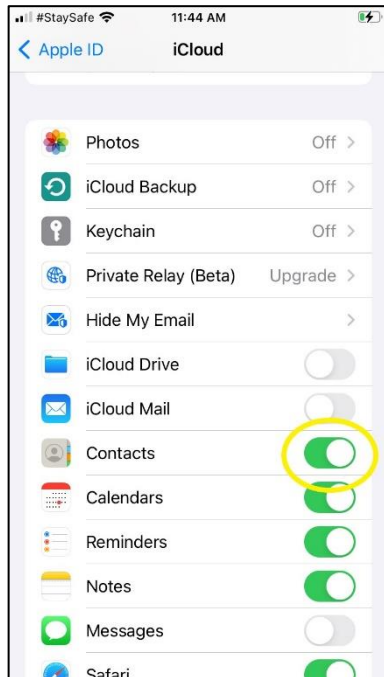
iCloud App Option – Turn off iCloud Contacts

Contacts are stored in your Outlook app and do not need to be back-up to iCloud

1. Touch **Settings**
 - a. Touch **Your Name**

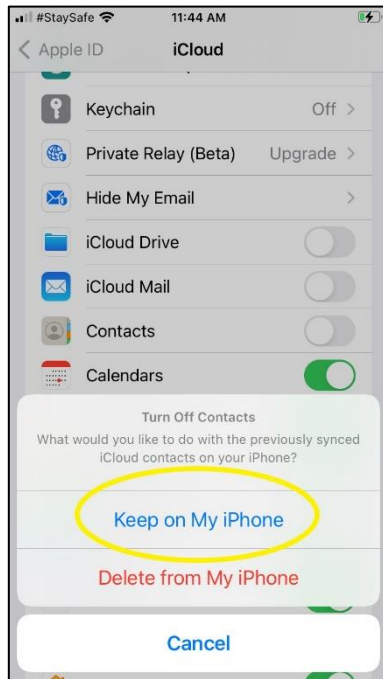


2. Turn off Contacts



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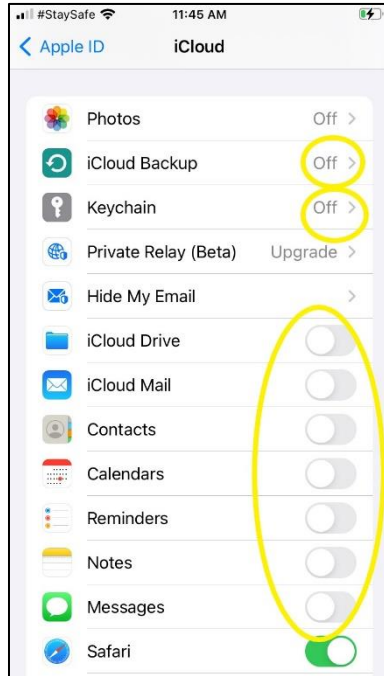
3. Touch **Keep on my iPhone**



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iCloud App Option – Turn off iCloud options

1. To Turn off the following, slide the **button** to the right:
 - a. **iCloud Back-up**
 - b. **iCloud Mail**
 - c. **iCloud Drive**
 - d. **Calendars**
 - e. **Reminders**
 - f. **Notes**



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Tags & Keywords

iPhone; optional settings

Document Revision History

Date	Change Author	Notes of Changes
		Insert blank row after this one for new entry to maintain reverse chronological order.
05-03-2022	Deborah Howlett	Updates
03-23-2022	Deborah Howlett	Initial document created.

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Document Revision: 2022-05-03

Form Revision: 2020-01-14