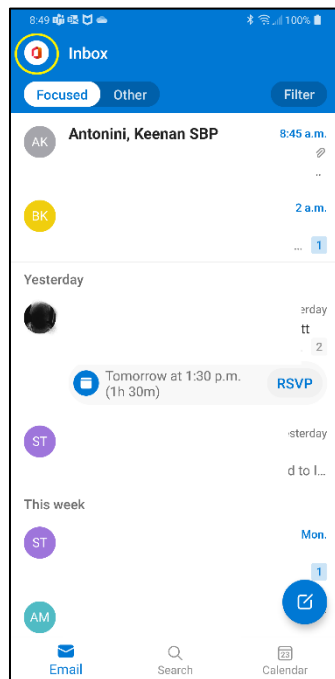


Turn off Outlook Focused Inbox & Organize Emails by Thread Settings

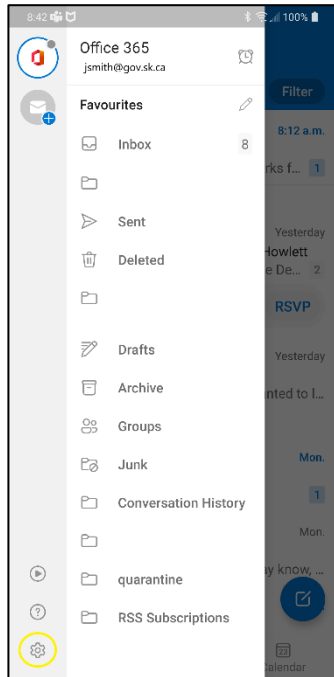
Focused Inbox intelligently pre-sorts your email so you can focus on what matters. It places your most important emails in "Focused" and the rest in "Other." Focused Inbox works across all your email accounts, personal and professional.

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

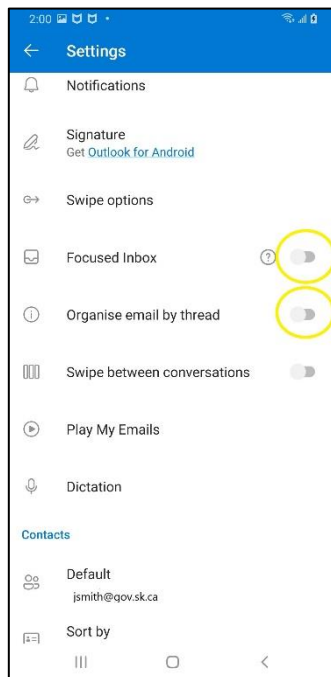
1. Open Outlook App
 - a. Touch **Office icon** (top left-hand corner)



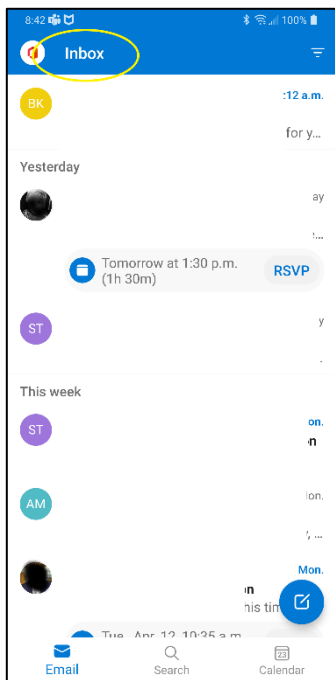
2. Touch **Gear** icon (bottom left-hand corner)



3. Scroll down to **Focused Inbox** – turn off
- a. **Organize email by thread** – turn off
 - b. Touch Back arrow when done



4. Outlook screen will now appear like this



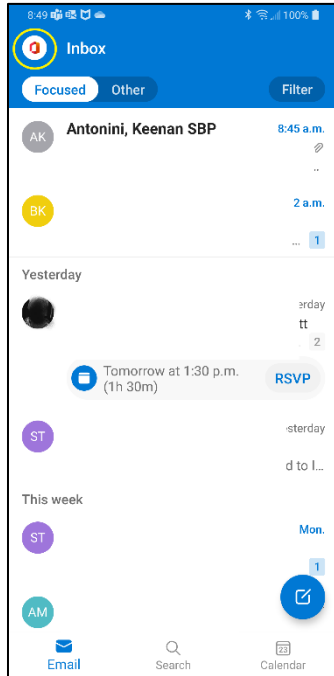
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Document Revision: yyyy-mm-dd

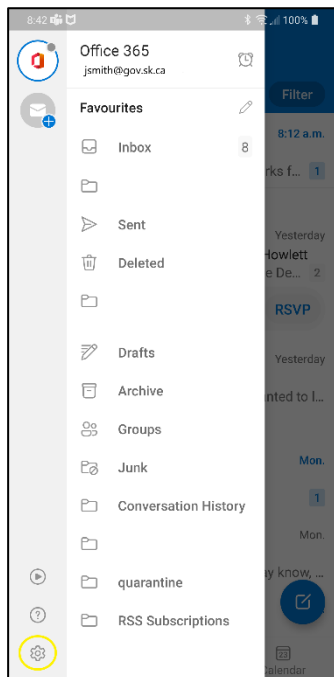
Form Revision: 2015-12-01

Sync Contact from Outlook to Mobile Device

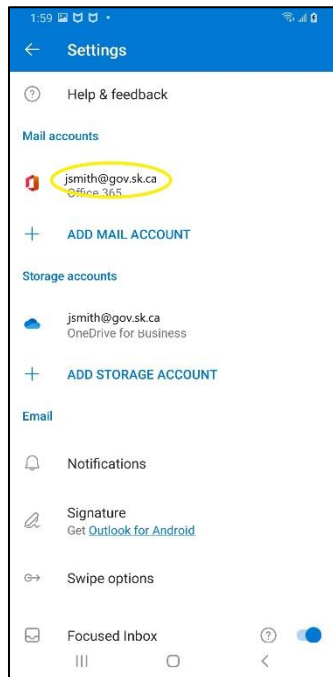
1. If Outlook does not open, re-open Outlook App from Home Screen – Touch **Office icon** (top left-hand corner)



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

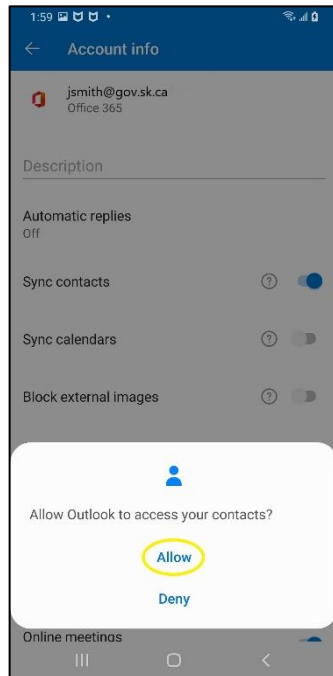


3. Touch **Government of Saskatchewan Microsoft username@gov.sk.ca**



4. Turn **Sync Contacts** On – Touch **Allow** on pop-up screen

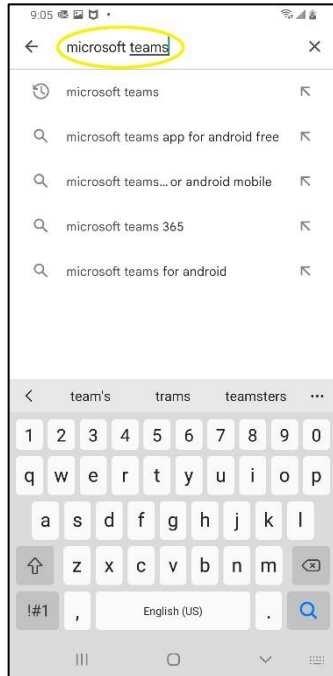
- a. Touch Back arrow (2 times) once pop-up window closes



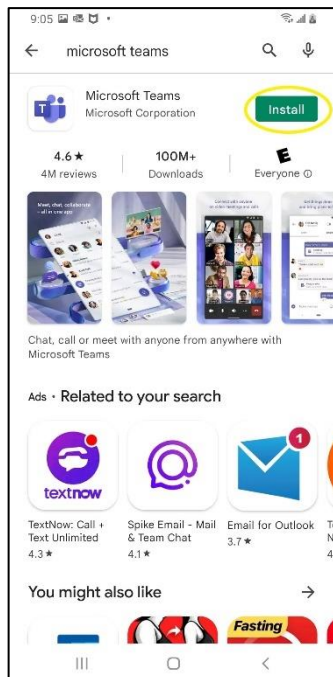
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Teams App Option

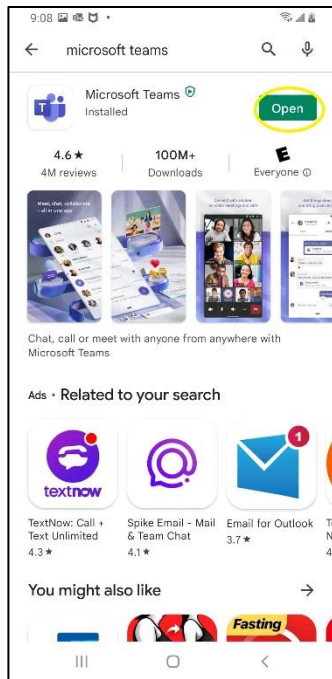
1. Open Google Play Store and search for **Microsoft Teams**



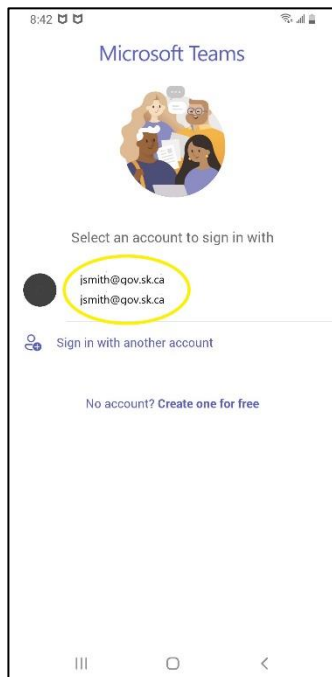
2. Touch **Install**



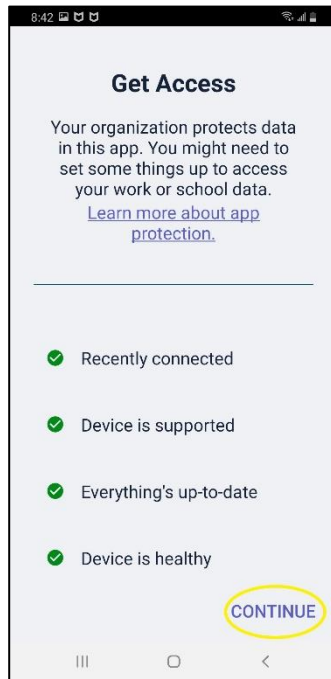
3. Touch **Open**



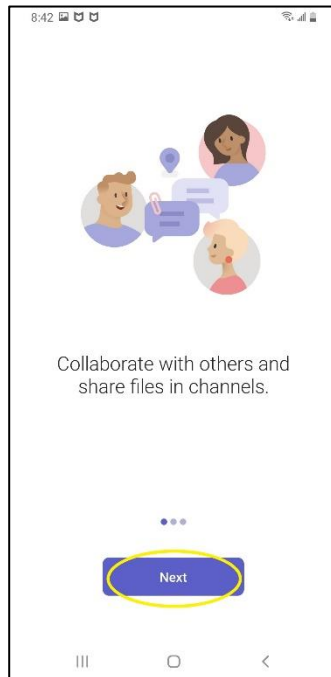
4. Touch your **Government of Saskatchewan Microsoft** username
ie. jsmith@gov.sk.ca



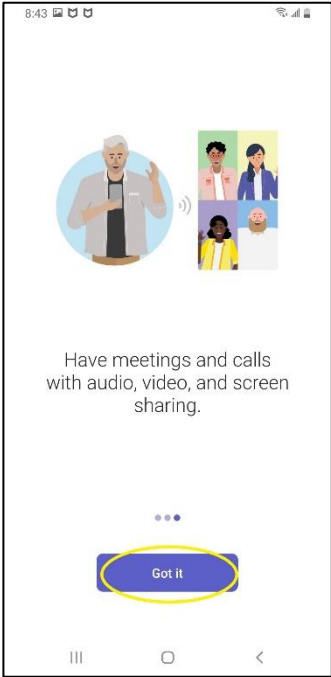
5. Touch **Continue**



6. Touch **Next** (2 times)

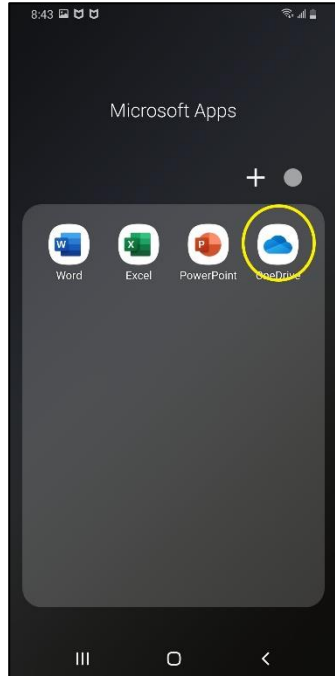


7. Touch **Got It** – Teams is now available on your mobile device



OneDrive App Option

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



2. Touch **Sign In**

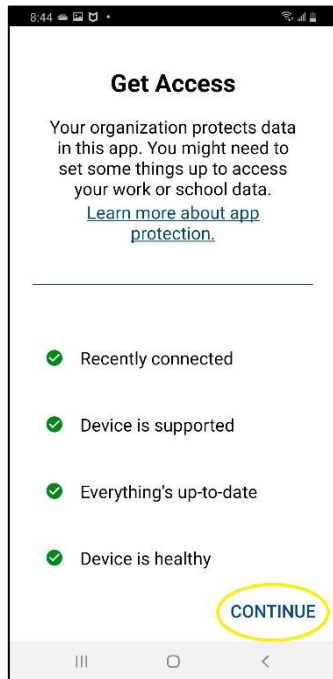


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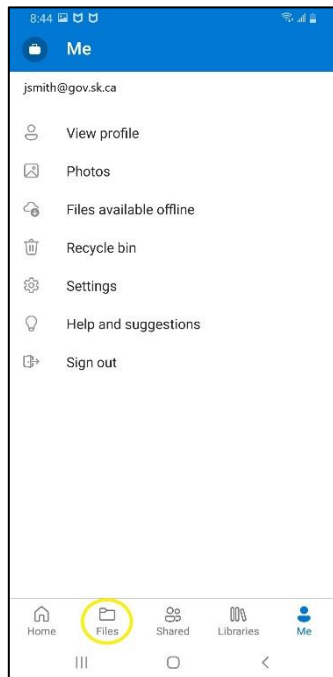
Document Revision: 2022-03-21

Form Revision: 2020-01-14

3. Touch **Continue**

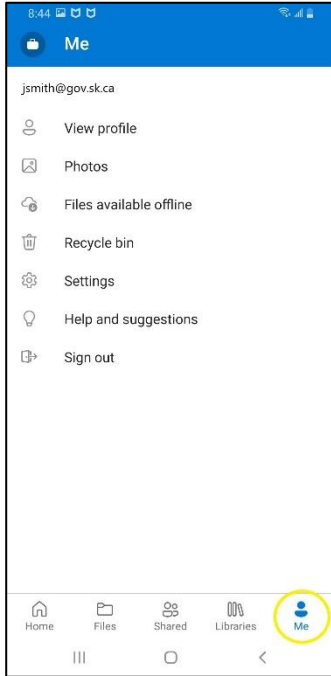


4. One Drive is now open
You now have access to files stored on your OneDrive



OneDrive App – Back-up photos

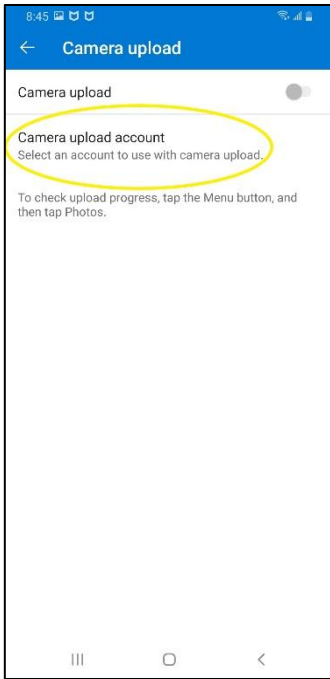
1. Open OneDrive – Touch **Me**



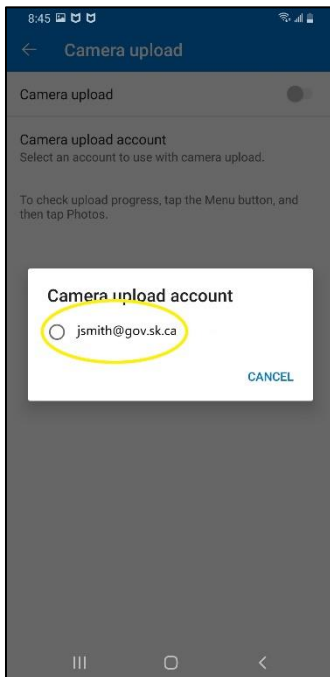
2. Touch **Camera upload**



3. Touch **Camera upload account**

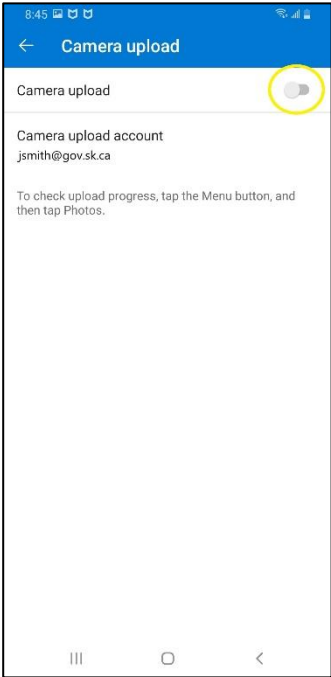


4. Touch your **Government of Saskatchewan Microsoft Username**
ie. **jsmith@gov.sk.ca**

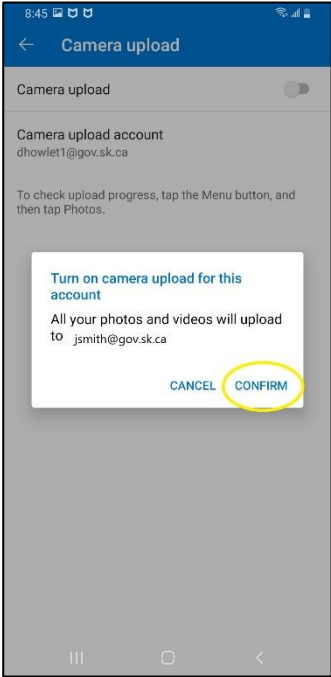


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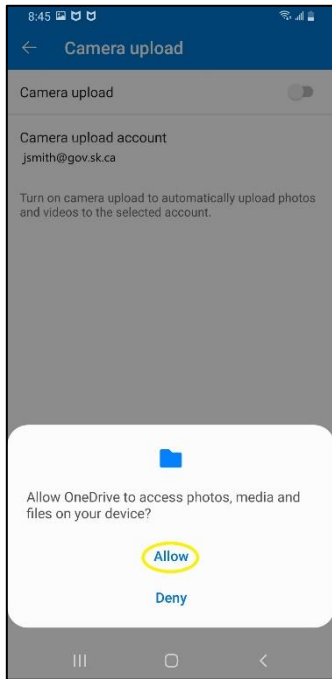
5. Turn on **Camera upload**



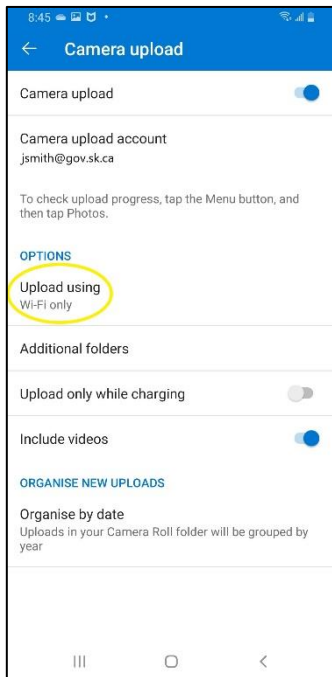
6. Touch **Confirm**



7. Touch **Allow**



8. Ensure **Upload Using** is set to **WiFi only**



Tags & Keywords

Android, 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
03-18-2022	Deborah Howlett	Initial document created.

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