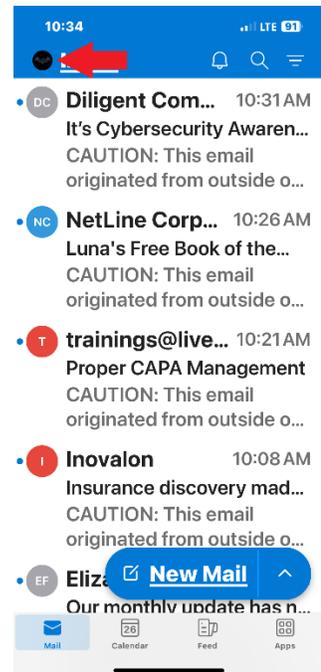


RESETTING OUTLOOK ON iPhone

IT Tips & Tricks

Follow the steps listed below if Outlook has stopped processing emails or calendar events on your iPhone. If you are seeing new emails on your computer that are not showing on your phone, this is usually a good sign your iPhone has stopped processing emails.

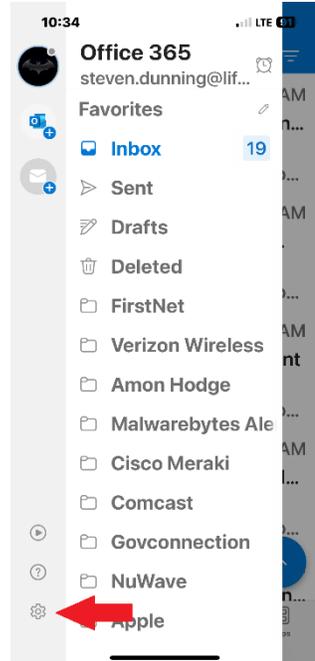
1. Open Outlook on your iPhone.
2. Tap your Initials or Photo in the upper left corner.



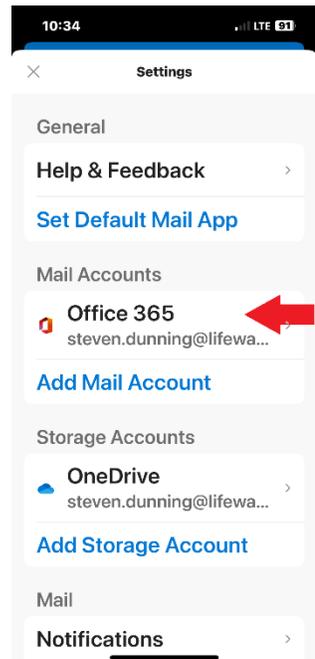
RESETTING OUTLOOK ON iPhone

IT Tips & Tricks

3. Tap the settings cogwheel in the lower left corner.



4. Under Mail Accounts you will see Office 365 and your email address. Tap on Office 365.



RESETTING OUTLOOK ON iPhone

IT Tips & Tricks

5. Scroll to the bottom of the page and tap on Reset Account.

