Washington University in St. Louis

We deliver an integrated, responsive, and secure technology environment that advances and supports learning, research, innovation and patient care.

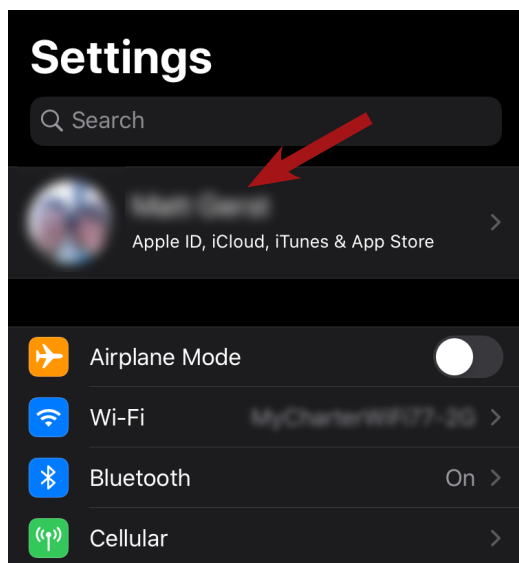# Copying iOS contacts into Microsoft Outlook using iCloud

If you have one or more contacts which exist on your iPhone and/or iPad but are not present in the Outlook App please follow the instructions below to add them to Outlook.

This process cannot be accomplished on the iOS device itself.
You will be accessing your iCloud account via a computer to move the missing contacts into Outlook.
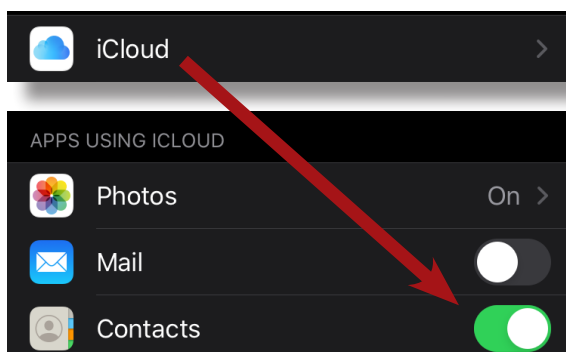
1. Access Settings on your iOS device

- Navigate to settings on your iOS device (the Gear Icon)

- Select option with your Name and Account image labeled **Apple ID, iCloud, iTunes & App Store**
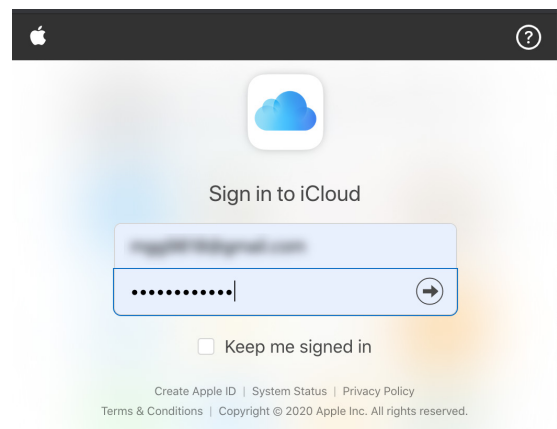

2. Ensure Contacts are Saved in iCloud

- Select **iCloud**
- Ensure Contacts is **Green**
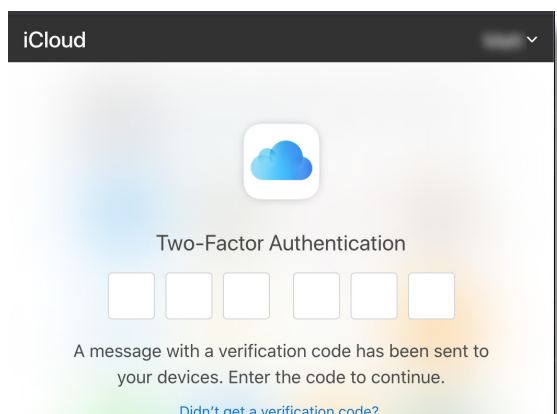

Transition to your Computer

3. Sign into iCloud on your Computer

- Navigate to icloud.com in a web browser
- Sign in using your iCloud credentials
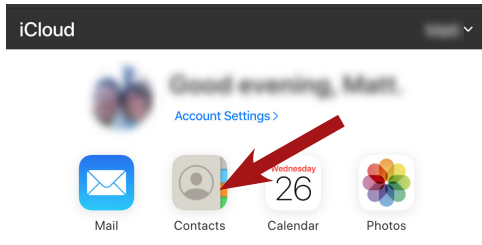- Select Trust if prompted to do so

4. Apple 2 Factor Authentication

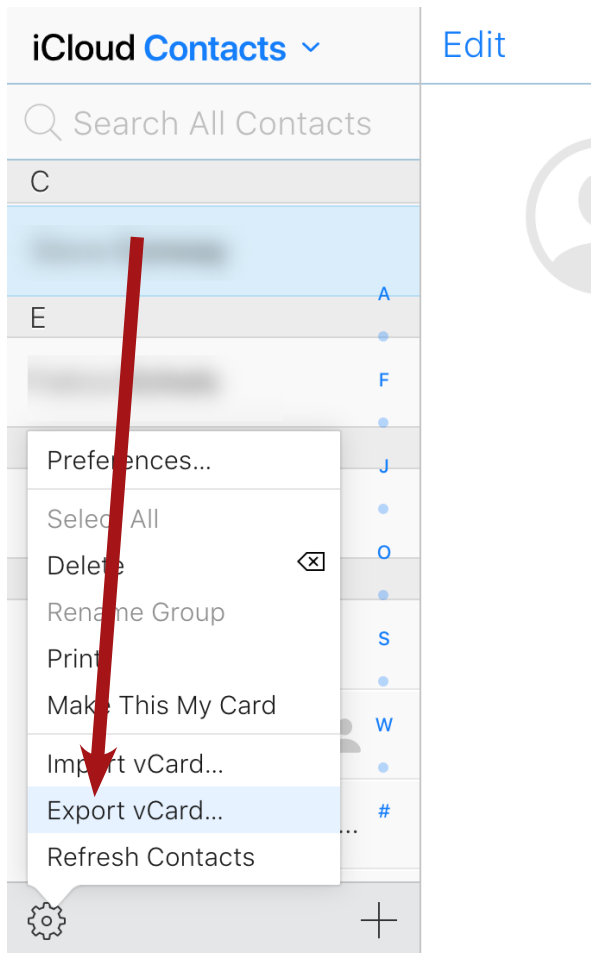- Verify this iCloud connection with Apple's 2 Factor Authentication

Copying iOS Contacts into Outlook continued

5. Select Contacts in iCloud

6. Export Contacts from iCloud
- Select the contact you wish to export to Outlook
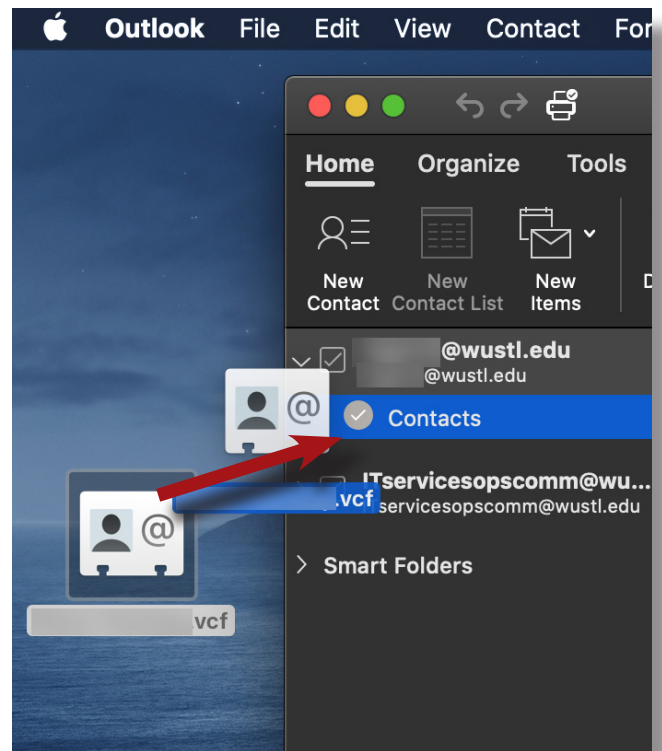- Select **Export vCard** from the Gear Icon in the lower left

7. Open Outlook Contacts
- Open Outlook
- Select **Contacts**

8. Drag vCard to Outlook Contacts
- Open Downloads to access the vCard
- Drag vCard to Outlook **Contacts**

Repeat steps 6 and 8 for each contact you wish to import to Outlook

While it is possible to import all contacts from iCloud to Outlook this method is NOT recommended as it generates duplicate contacts