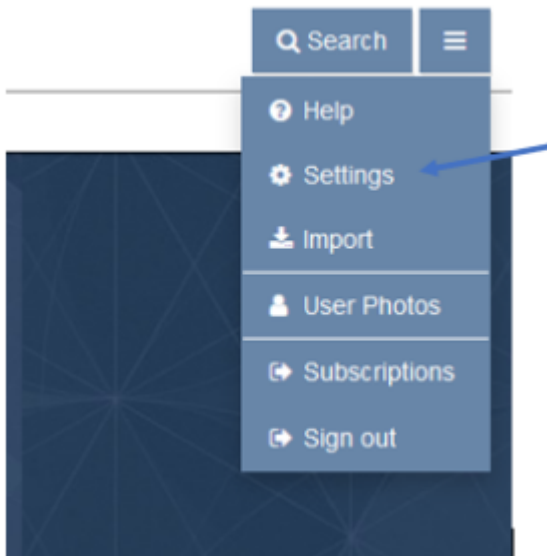


# Forcing a Data Synchronisation

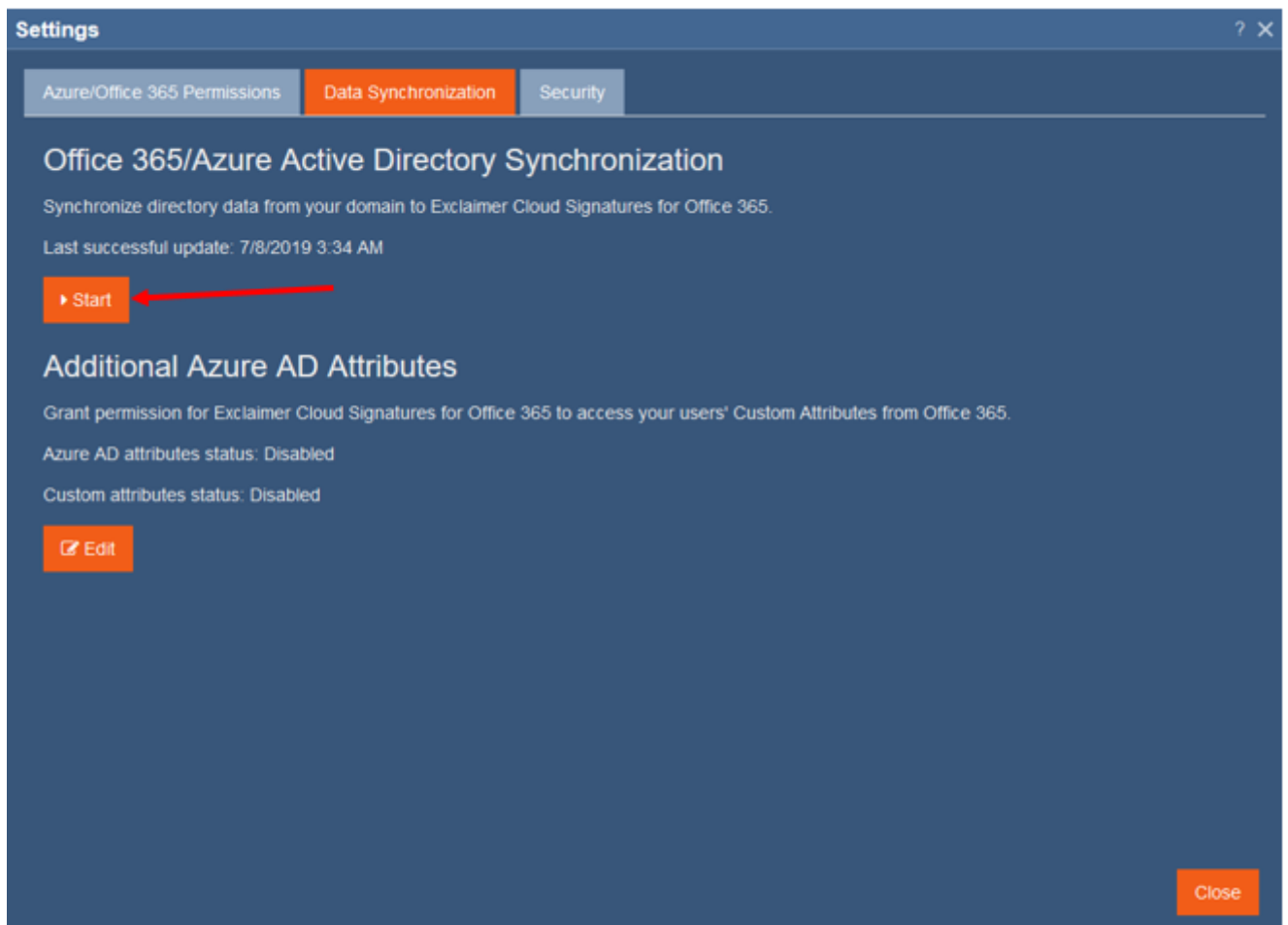
Sometimes you will need to manually synchronise data from Office365 so you can see immediate changes in the Outlook signature.

## Step-by-step guide

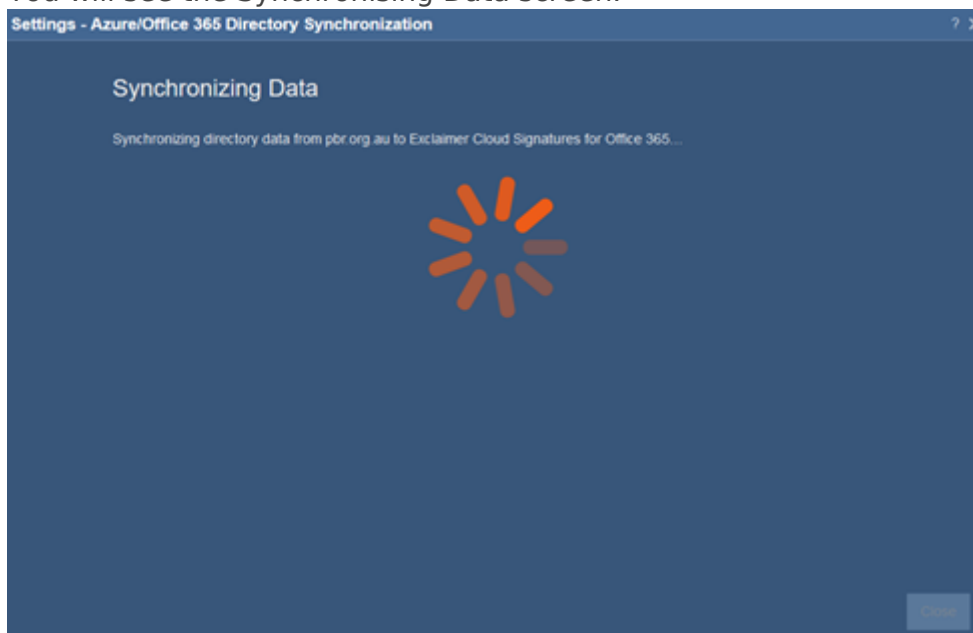
1. In the top right corner press the menu button and click on **Settings**.



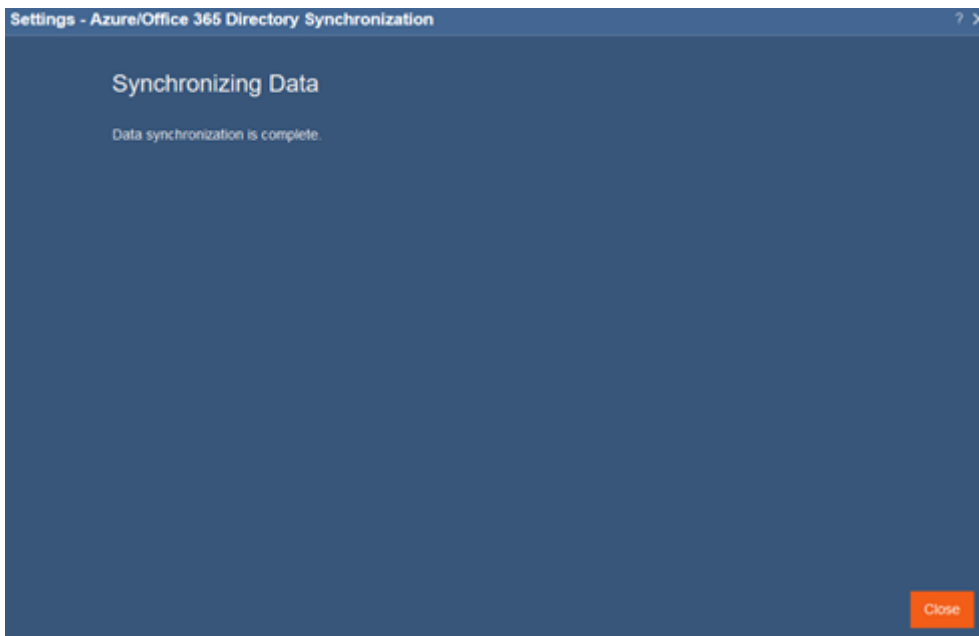
2. Click on the **Start** button to begin the manual sync.



3. You will see the Synchronising Data screen.



4. You will see the following screen once the data is synched. Press the **Close** button.



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Revision #2

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Updated 3 October 2022 05:04:31 by Dylan Healey