



7 January 2022

---

# Outlook Setup on Mobile Device

**Terra Industrial New Zealand Ltd**

PO Box 16 168  
16 Branston Street, Hornby  
Christchurch 8441, New Zealand  
03 983 2333 Tel  
[www.TerraCat.co.nz](http://www.TerraCat.co.nz)



1. Add account (It may pick up your account automatically)

Voda NZ 7:39 AM 94%

1 Account Found



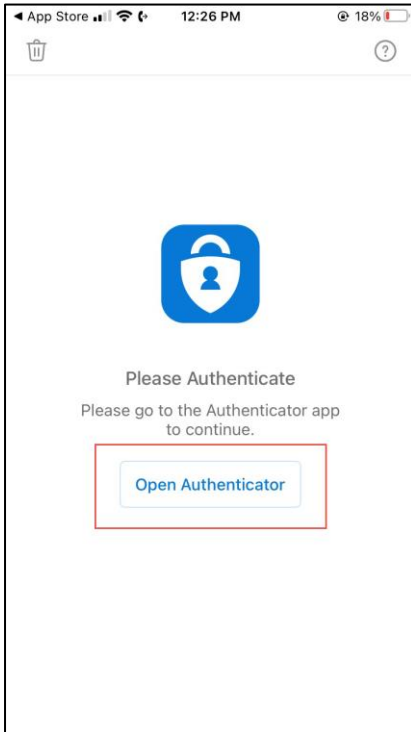
Jess.Beattie@terracat.co.nz  
Office 365

Add Account

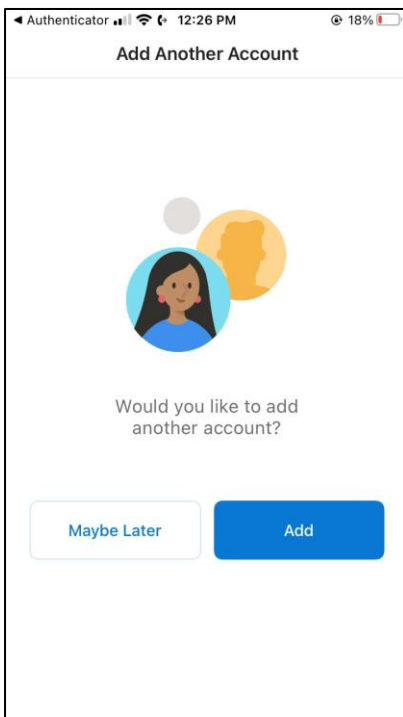
Skip

[Privacy & Cookies](#)

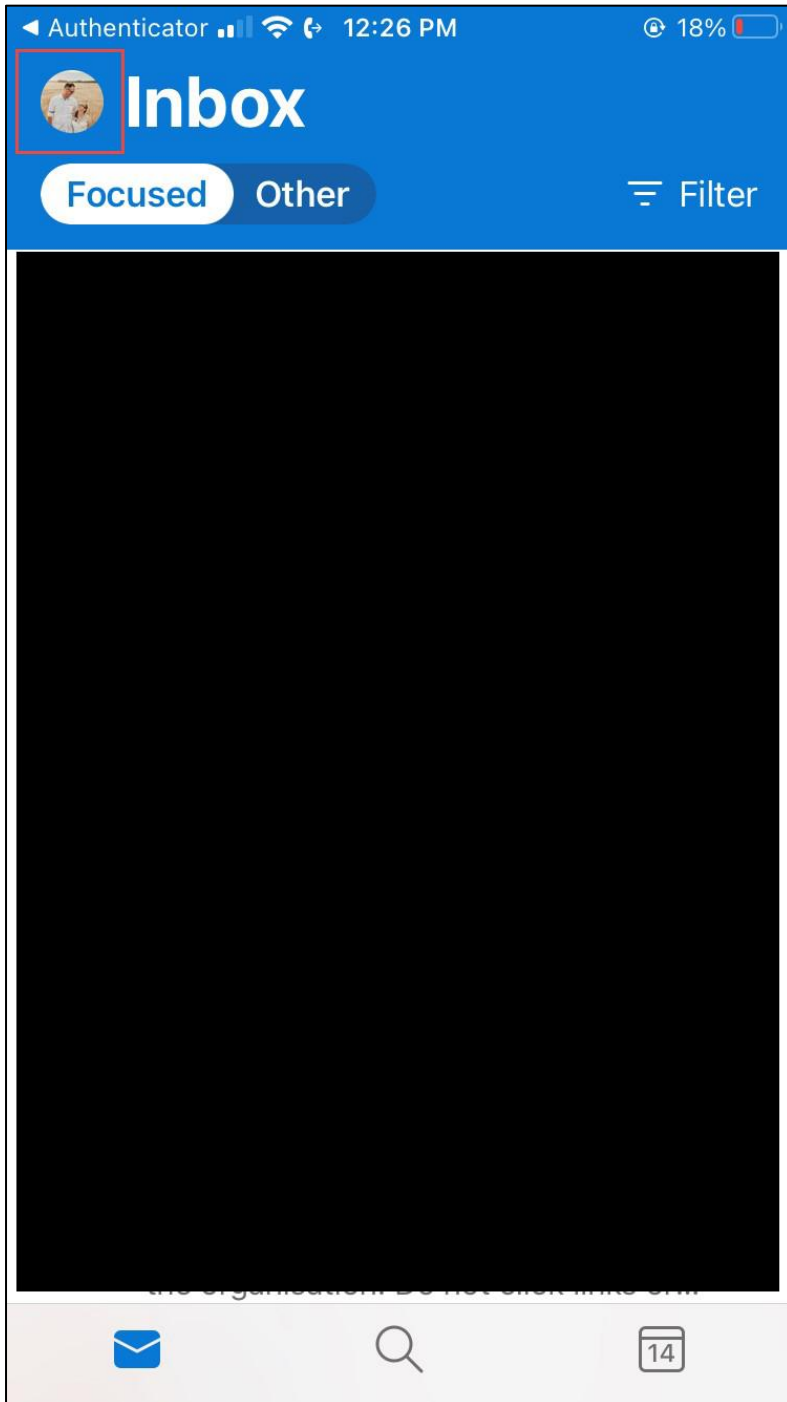
2. It may ask to open authenticator to approve your sign in



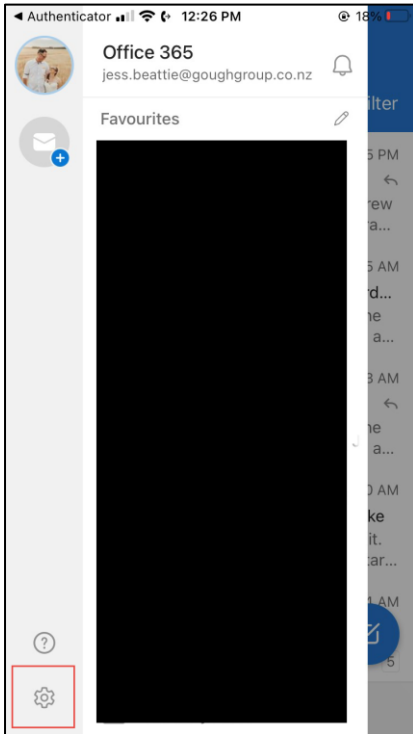
3. If you have other accounts you would like to add – click add – otherwise click maybe later



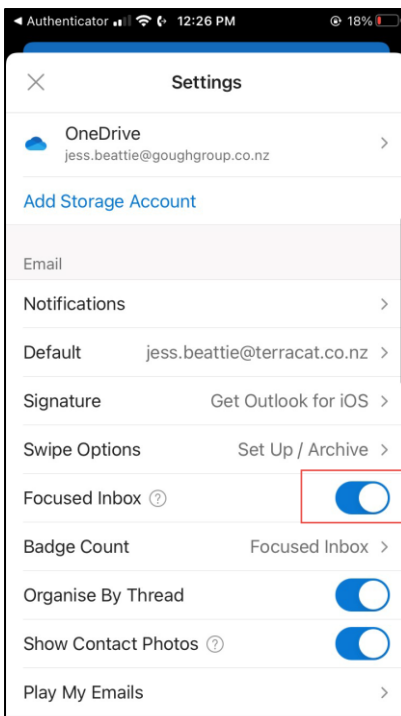
4. If you don't like using the "focused inbox" feature and just want to have the one inbox that shows everything, you can turn this off. Click on the account logo at the top left like below



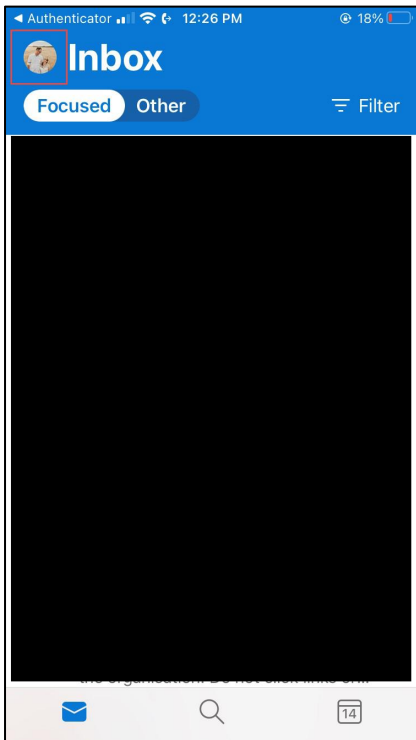
5. Click the settings wheel



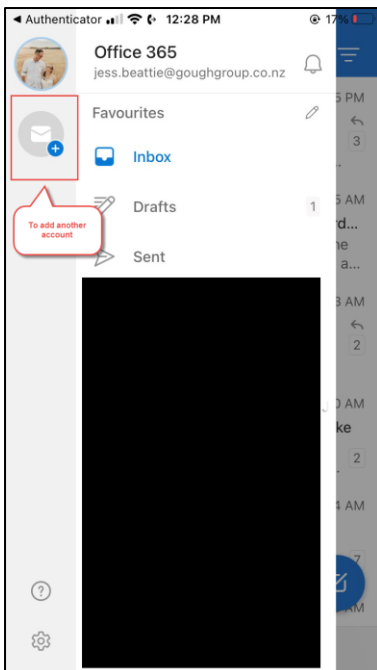
6. Then turn off the "focused inbox" button



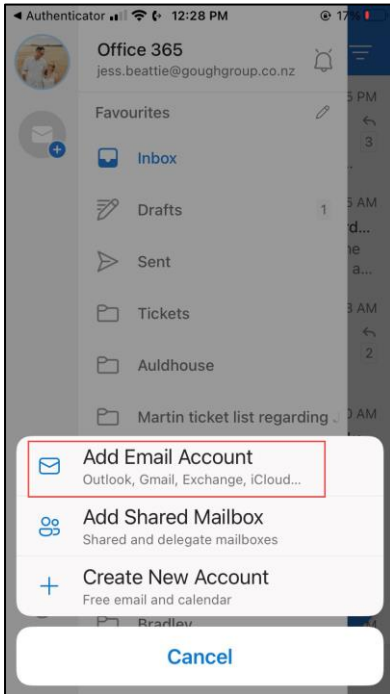
7. If later you decide you want to add another account, click on the account logo at the top left



8. Then click on the add mailbox button like in the image below



9. Then click on “add email account” (or shared mailbox if it is a shared company mailbox)



10. To view the inbox and folders of each account, you need to select each account logo like below

