



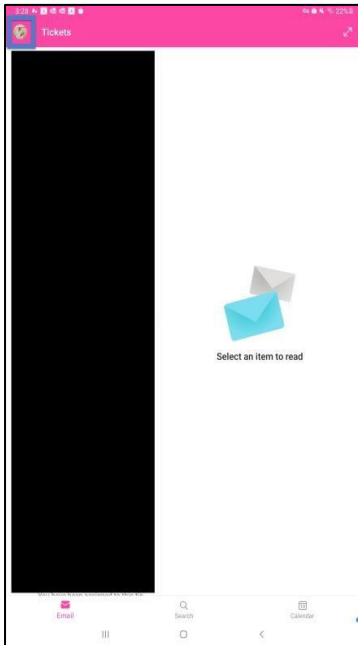
12 January 2022

Syncing Contacts on Phone from Outlook

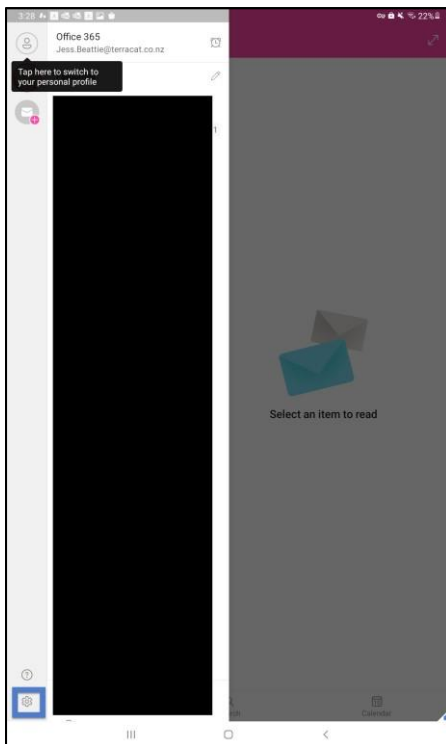
Terra Industrial New Zealand Ltd

PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

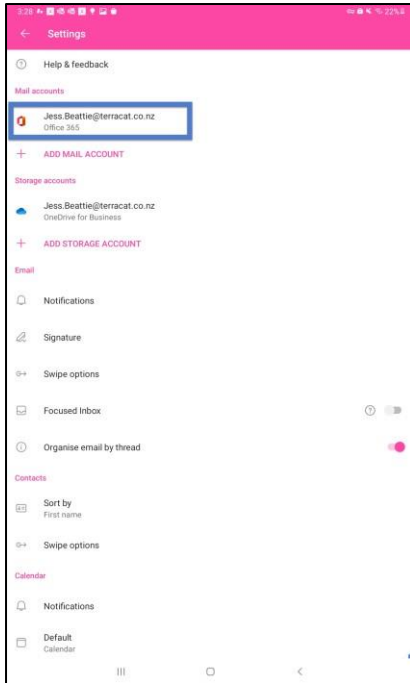
1. Open the Outlook App on your phone
2. Click on your logo at the top left



3. Click on the settings wheel at the bottom left



4. Select your email address



5. Turn on **Sync Contacts** and **Sync Calendars** then select **Allow** on the popup for both like below

