



7 January 2022

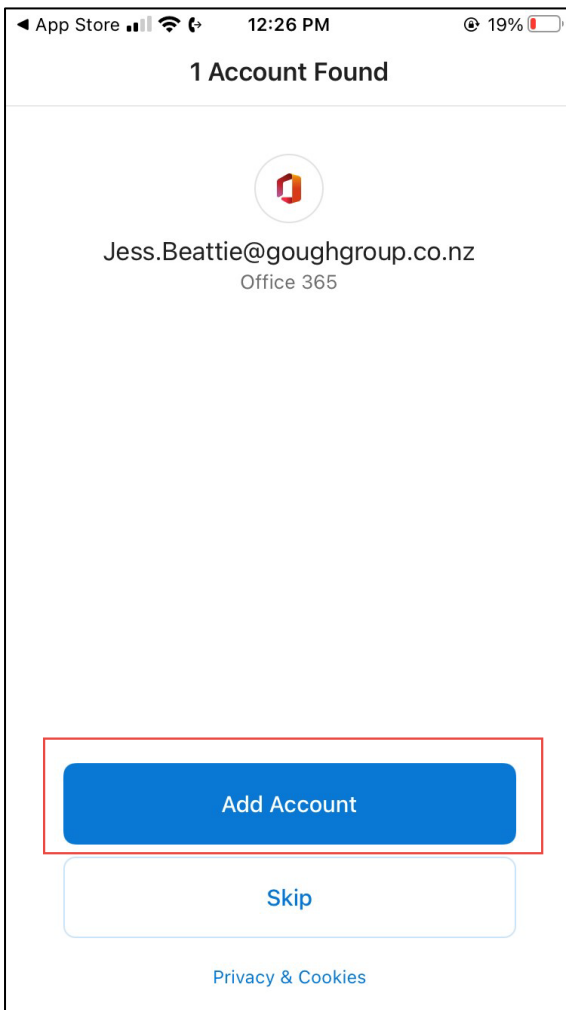
Outlook Setup on Mobile Device

Terra Industrial New Zealand Ltd

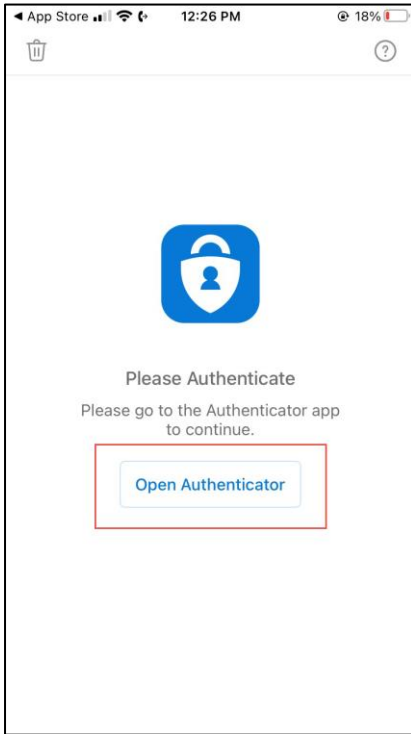
PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz



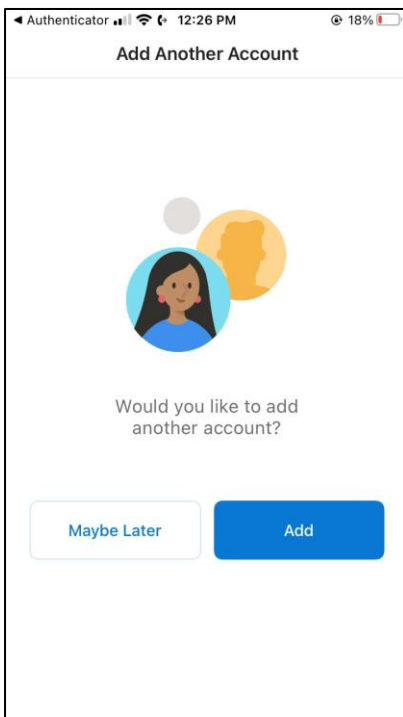
1. Add account (It may pick up your account automatically)



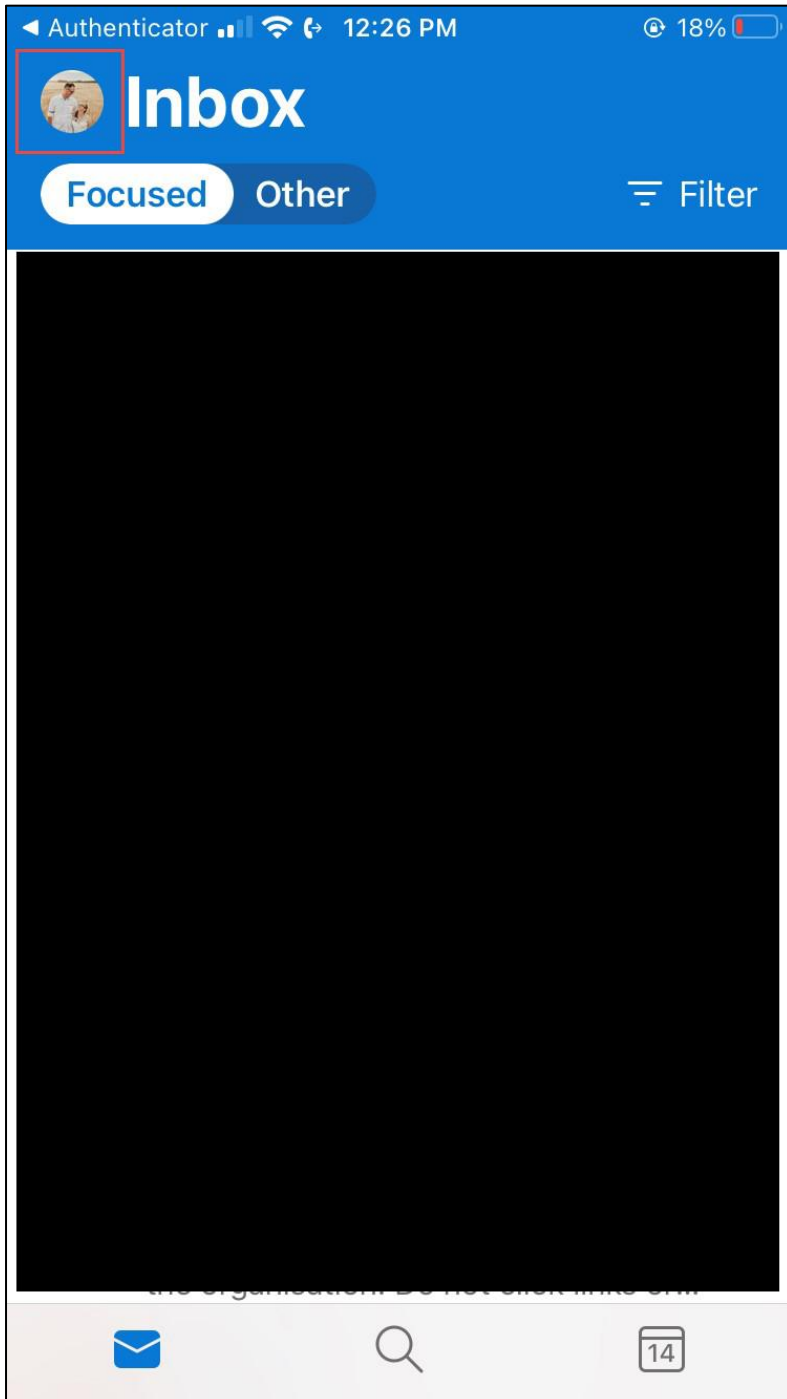
2. It may ask to open authenticator to approve your sign in



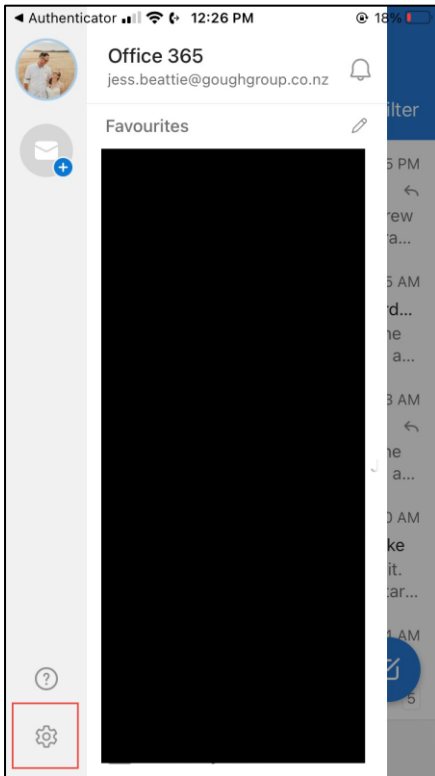
3. If you have other accounts you would like to add – click add – otherwise click maybe later



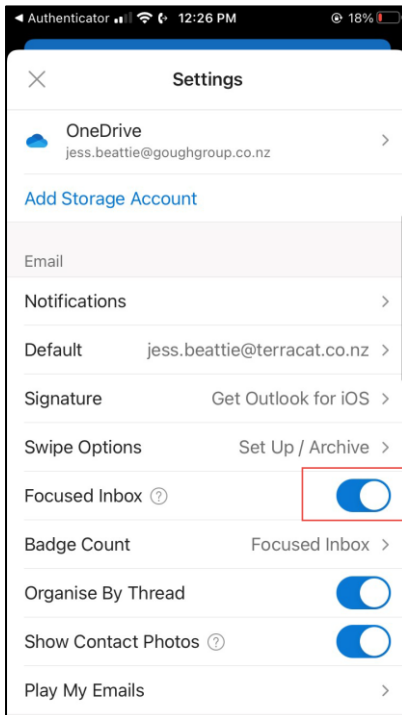
4. If you don't like using the "focused inbox" feature and just want to have the one inbox that shows everything, you can turn this off. Click on the account logo at the top left like below



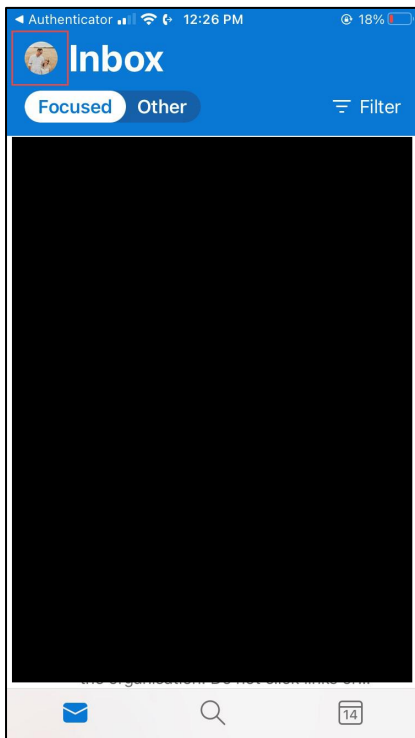
5. Click the settings wheel



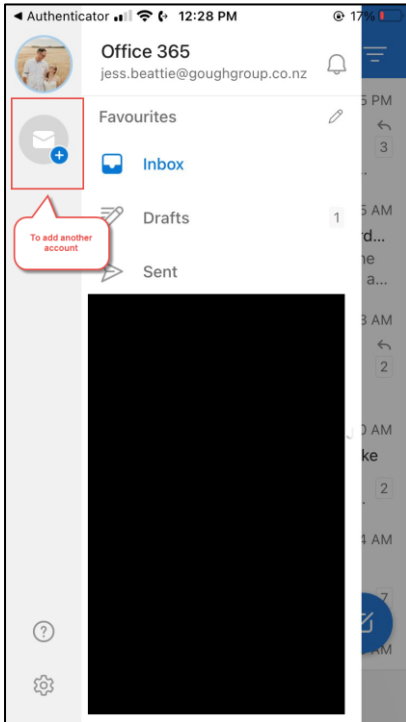
6. Then turn off the “focused inbox” button



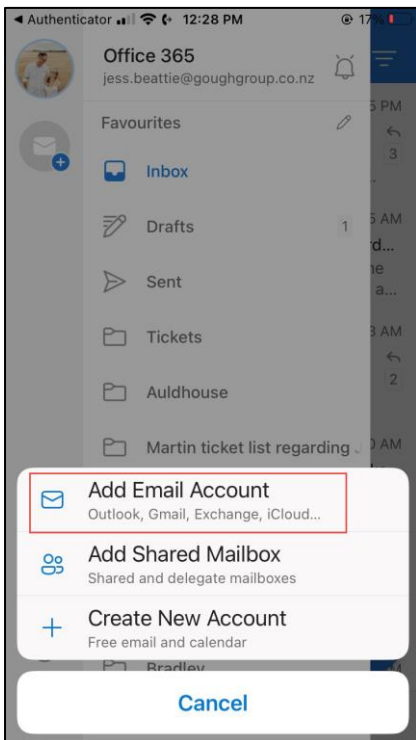
7. If later you decide you want to add another account, click on the account logo at the top left



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

