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**Outlook Setup on Mobile Device**

Graphical user interface, text, application, chat or text message

Description automatically generated

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

Graphical user interface, text, application

Description automatically generated with medium confidence

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

Graphical user interface, text, application, Teams

Description automatically generated

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

A screenshot of a cell phone

Description automatically generated with medium confidence

1. 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

Shape, rectangle

Description automatically generated

1. Click the settings wheel

Graphical user interface, application

Description automatically generated

1. Then turn off the “focused inbox” button

Graphical user interface, text, application

Description automatically generated

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

Shape, rectangle

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application

Description automatically generated