
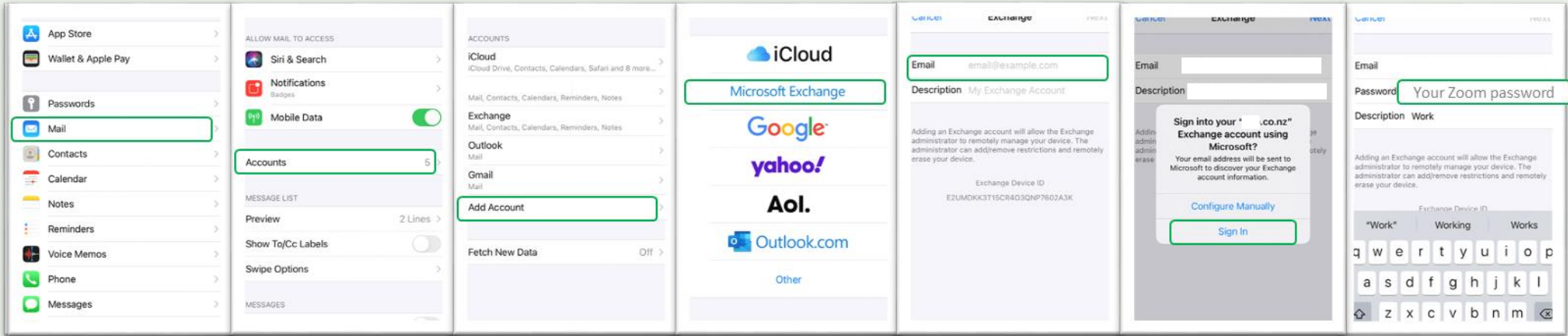


How to update your Tenon email account on an iPhone

Instruction

1. Go to *Settings*  > *Mail* > *Accounts* > Click on your Microsoft Exchange account > Select '*Delete Account*' > Select '*Delete from my iPhone*'

2. Go To *Settings*  > *Mail* > *Accounts* > *Add Account* (See step 8 for older versions of iOS):



3. Select *Microsoft Exchange*

4. Enter your work Email address and a Description eg. 'Work email' > Select *Next* > *Sign In*

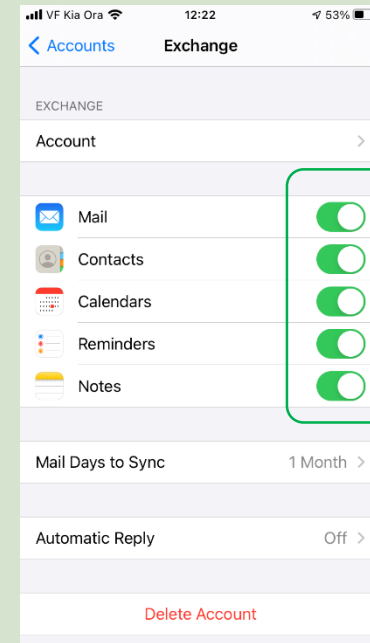
5. Enter your Zoom password when prompted for your email password

6. If further information is required to add your account, you can fill in the fields as listed:

- Email: **Full email address (eg. *Firstname.lastname@tenonclearwood.co.nz*)**
- Server: ***mail.zoomcloud.nz***
- Domain: ***Zoom***
- Username: ***firstname.lastname***
- Password: ***Your Zoom password***

Instruction

7. You can toggle the Sync settings for your mailbox features (Contacts, Calendar etc.) by navigating to *Settings > Mail > Accounts > Select your Tenon Microsoft Exchange account > Toggle the settings required on/off:*



8. If you are using an older version of iOS, you can find your 'Add Account' option as follows:
- iOS 12/13: Go to *Settings > Passwords & Accounts > Add Account*
 - iOS 11: Go to *Settings > Accounts & Passwords > Add Account*
 - iOS 10: Go to *Settings > Mail > Account > Add Account*

9. If you have any questions, or require any assistance, please contact the Helpdesk on 0800 323 484 – or email support@zoomcloud.co.nz