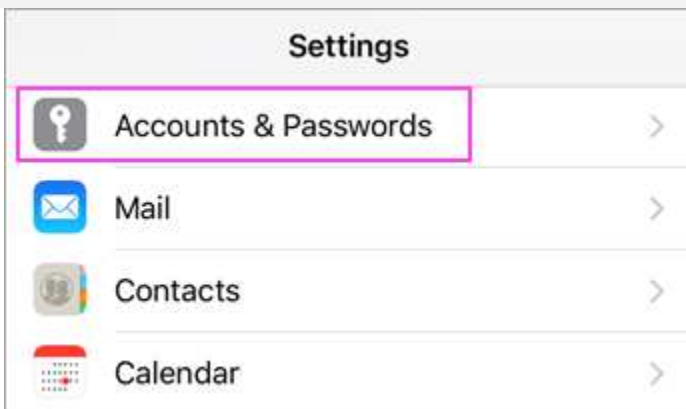


Set up Microsoft 365 in the iOS Mail app

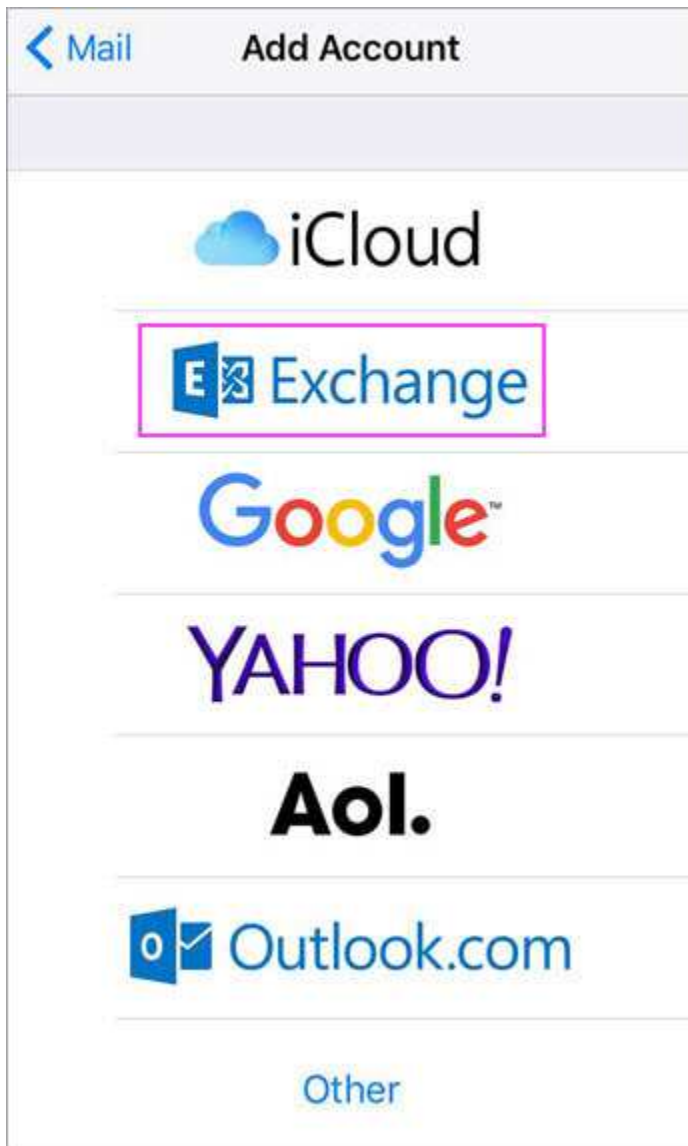
1

Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.



Select **Exchange**.



Enter your Microsoft 365, Exchange, or Outlook email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

Tap **Sign In**.

**Sign in to your
" contoso_team.onmi-
crosoft.com" Exchange
account using Microsoft?**

Your email address will be sent to
Microsoft to discover your Exchange
account information.

Configure Manually

Sign In

Note: Tap **Configure manually** if you need to enter [server settings](#).

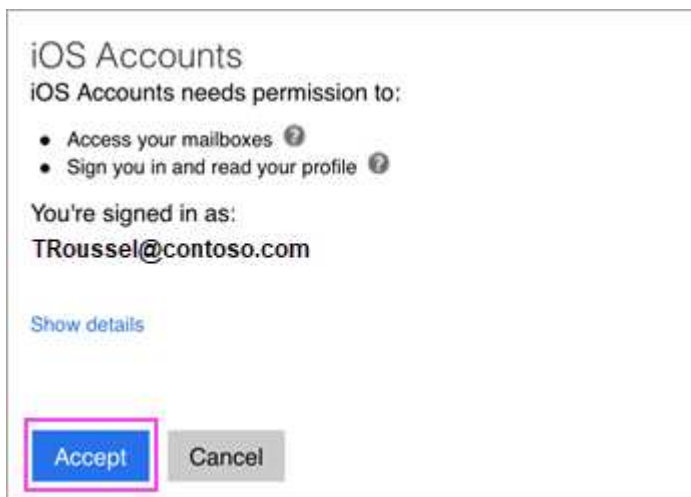
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. To its right is the email address 'TRoussel@contoso.com' next to a small profile icon. Below this, the text 'Enter password' is displayed. Underneath is a text input field with the placeholder text 'Password'. At the bottom, there are two buttons: a grey 'Back' button on the left and a blue 'Sign in' button on the right. The 'Sign in' button is highlighted with a pink rectangular border.






5

The Mail app may request certain permissions. Tap **Accept**.

A screenshot of the 'iOS Accounts' permission screen. The title 'iOS Accounts' is at the top. Below it, the text 'iOS Accounts needs permission to:' is followed by a bulleted list of permissions: 'Access your mailboxes' and 'Sign you in and read your profile'. Each item has a small question mark icon. Below the list, it says 'You're signed in as:' followed by the email address 'TRoussel@contoso.com'. Underneath is a blue link that says 'Show details'. At the bottom, there are two buttons: a blue 'Accept' button on the left and a grey 'Cancel' button on the right. The 'Accept' button is highlighted with a pink rectangular border.

Choose the services you want to sync with your iOS device and tap **Save**. You're done!

CancelOutlookSave

	Mail	<input checked="" type="checkbox"/>
	Contacts	<input checked="" type="checkbox"/>
	Calendars	<input checked="" type="checkbox"/>
	Reminders	<input type="checkbox"/>
	Notes	<input checked="" type="checkbox"/>