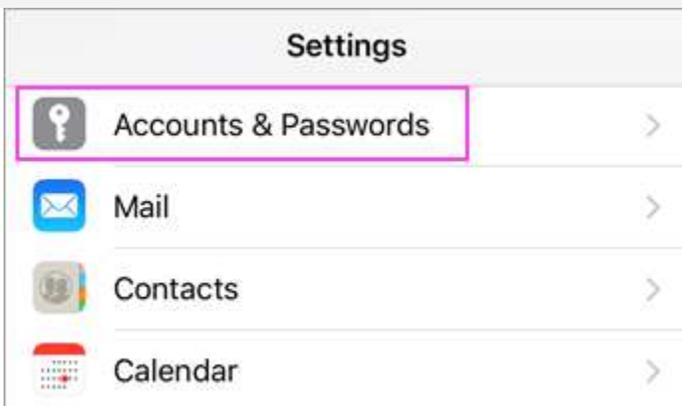


Set up Microsoft 365 in the iOS Mail app

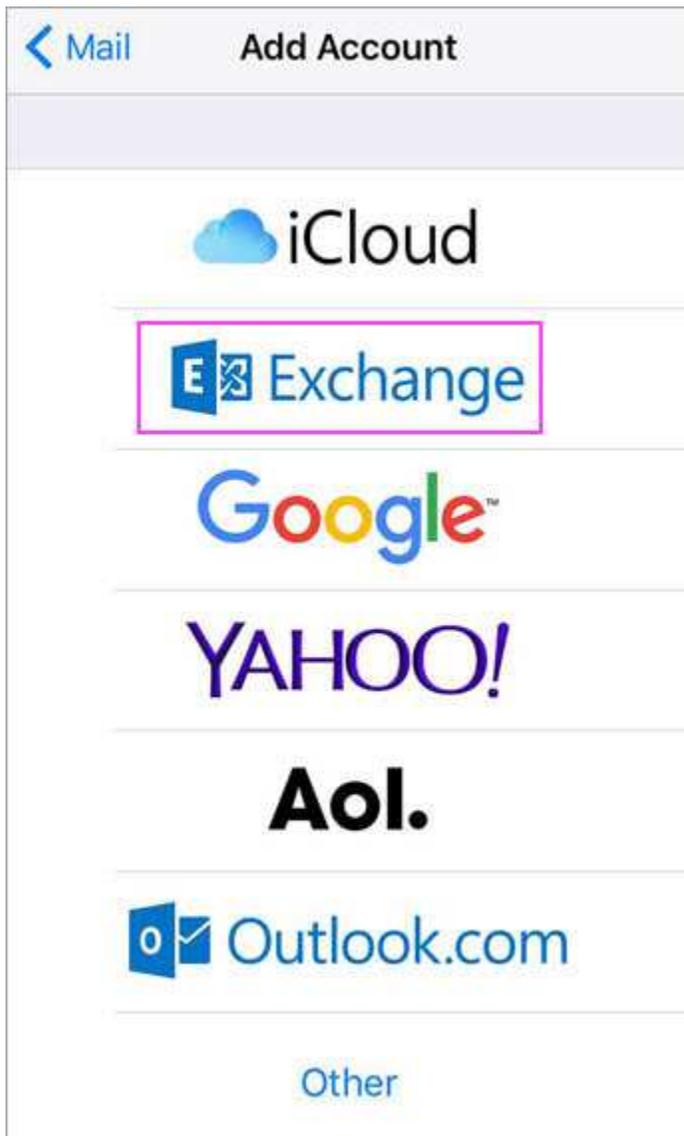
1

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**.



3

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

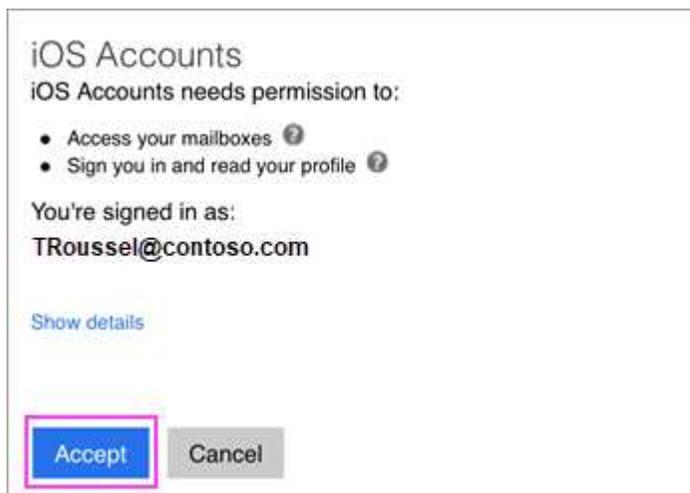
Enter the password associated with your email account. Tap **Sign in** or **Next**.



The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. To its right is the email address "TRoussel@contoso.com" and a small icon of a person with a key. Below this is the text "Enter password". Underneath is a text input field containing the word "Password". At the bottom 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**.



The image shows an "iOS Accounts" permission dialog. The title is "iOS Accounts". Below it, the text reads "iOS Accounts needs permission to:". There are two bullet points: "• Access your mailboxes" and "• Sign you in and read your profile", each with a small question mark icon. Below the list, it says "You're signed in as:" followed by the email address "TRoussel@contoso.com". There is a link "Show details" in blue text. At the bottom 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!

