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 IT Support

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HOW TO

ADD A MICROSOFT 365 EMAIL TO

YOUR IPHONE OR IPAD



Step-By-Step Instructions

Step 1

Open 'Settings' on your Apple device, scroll down and click 'Mail'.

Step 2

Next, click 'Add Account'. A new menu will appear displaying different mail providers. As we are adding a Microsoft 365 account, you will need to choose 'Microsoft Exchange'.

Step 3

You will then be prompted to enter your email address and description, for example:

Email: name@workplace.co.uk

Description: My Work Emails

Once you have entered your details, click 'Next' in the top right.

Step 4

You'll now be prompted to either 'Configure Manually' or 'Sign In'.

Choose 'Sign In'

Step 5

A new window will appear with the Microsoft 365 login screen. Enter your password in the password field.

Step 5a

If you have 2-Factor Authentication (2-FA) enabled on your Microsoft account, you will need to confirm the sign in via an SMS message or phone call.

If you're already signed into Microsoft services on your device, it may bypass the password entry and 2-FA steps.

Step 6

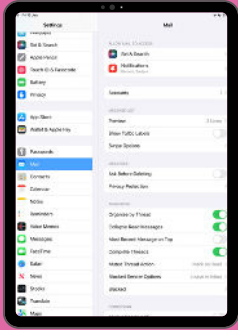
Once the log in is complete, you will be able to choose what features you would like to sync with your iPhone and/or iPad. You can leave all of these ticked.

Congratulations, your Microsoft 365 account is now set up on your iOS device. You can now open the Mail app to send and receive emails from your work email account.

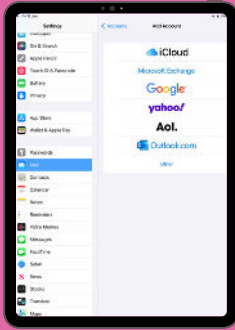


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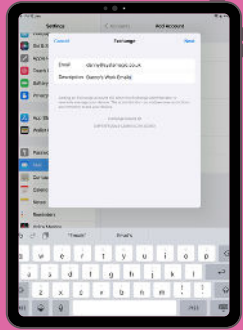
Step 1



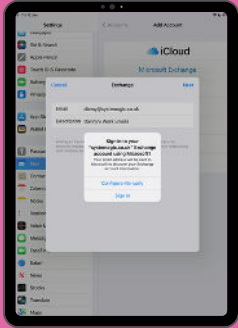
Step 2



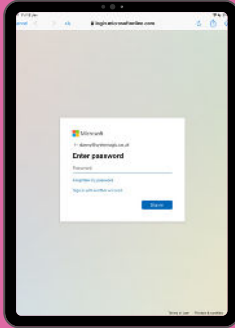
Step 3



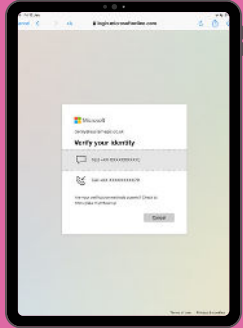
Step 4



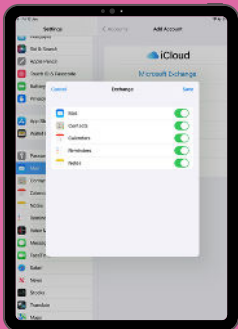
Step 5



Step 5a

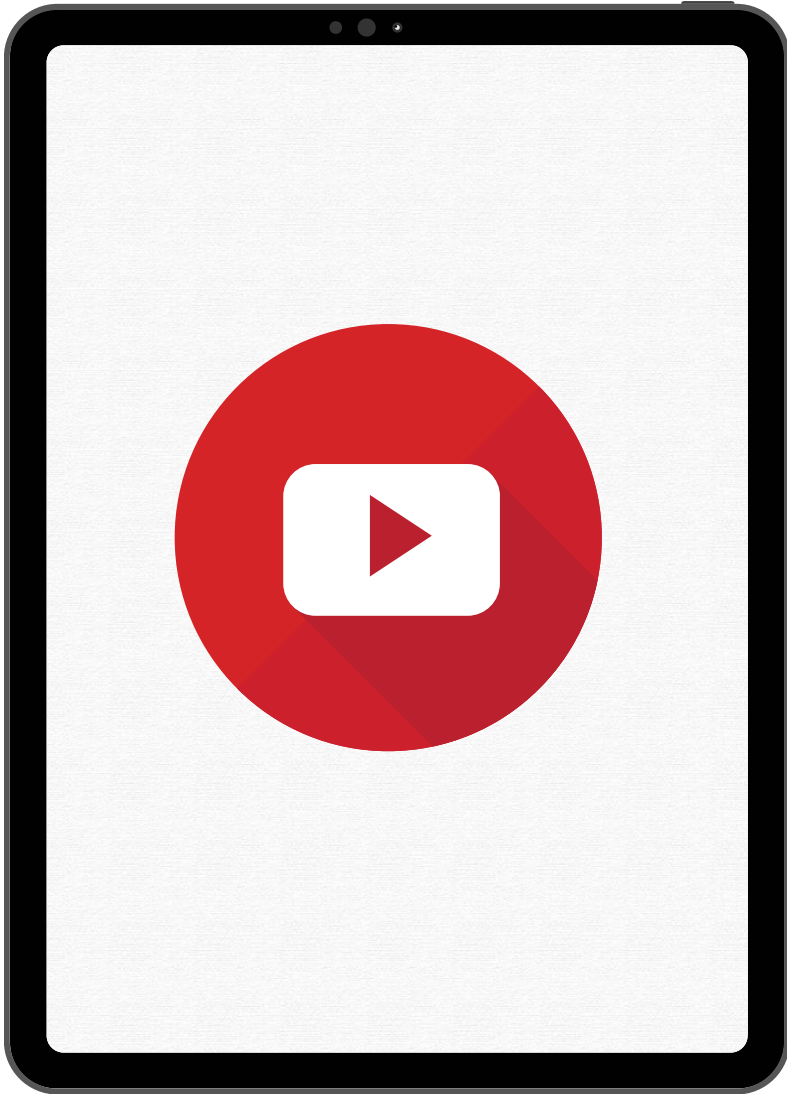


Step 6



Video Guide

*this video skips the password entry and 2FA for security reasons.




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