



**SYSTEMAGIC**  
DOING IT DIFFERENTLY

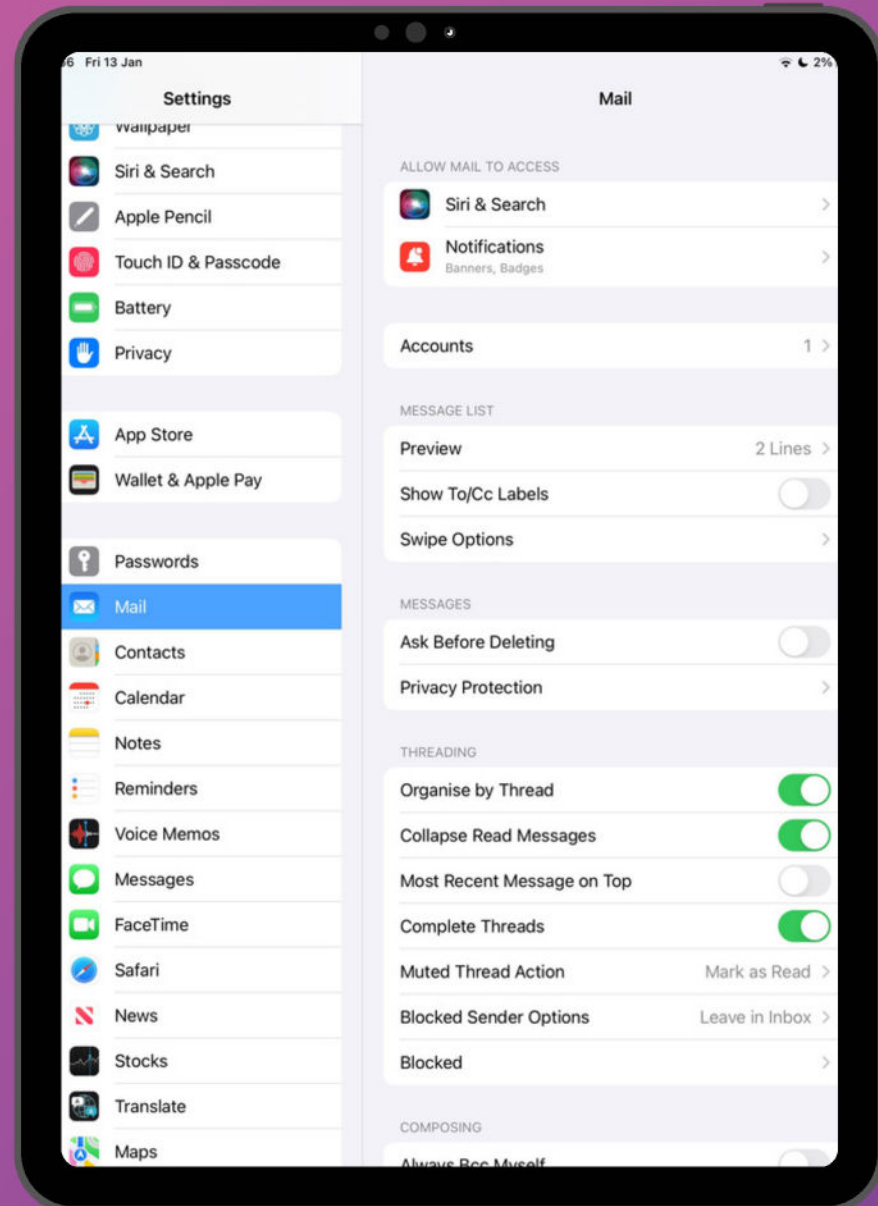
POCKET GUIDE

# ADDING 365 EMAILS TO

Apple Mail

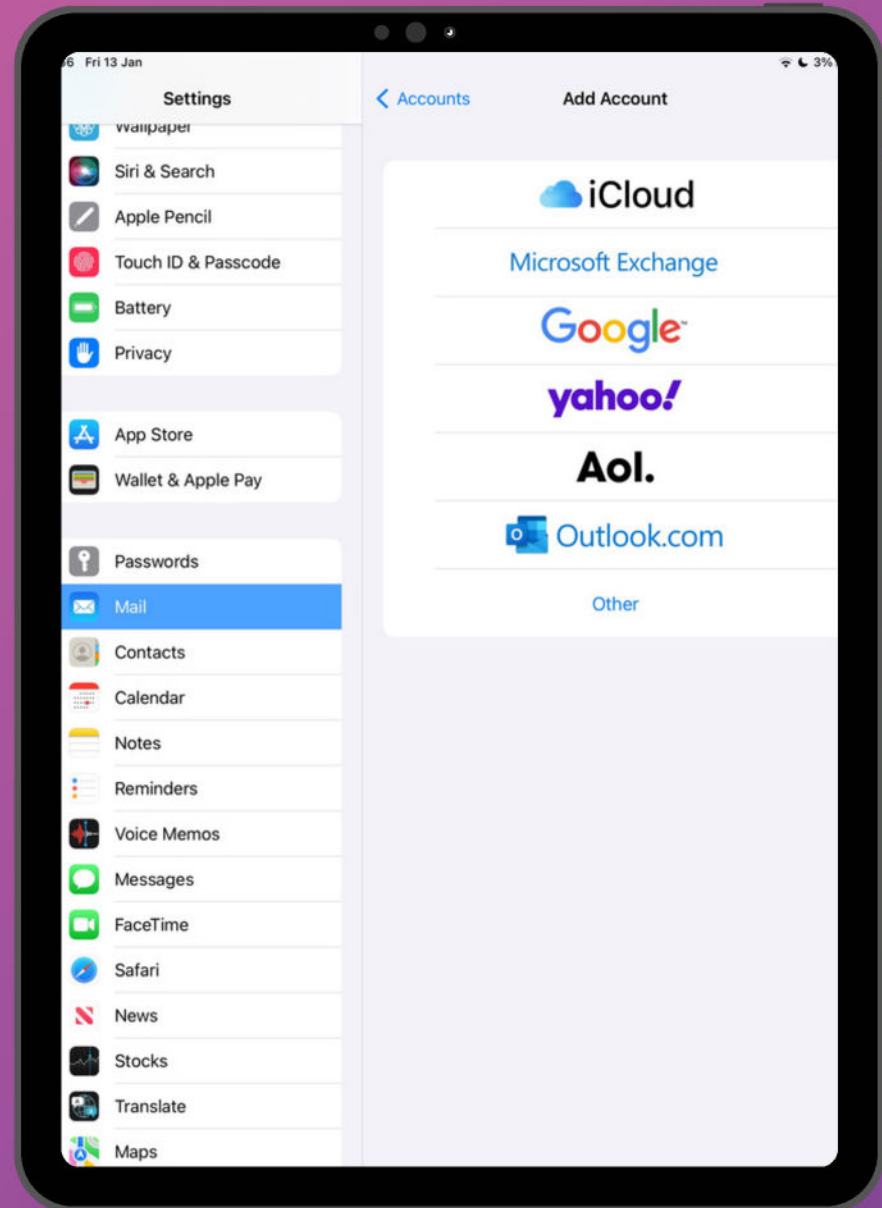
# STEP 1

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: Work Emails

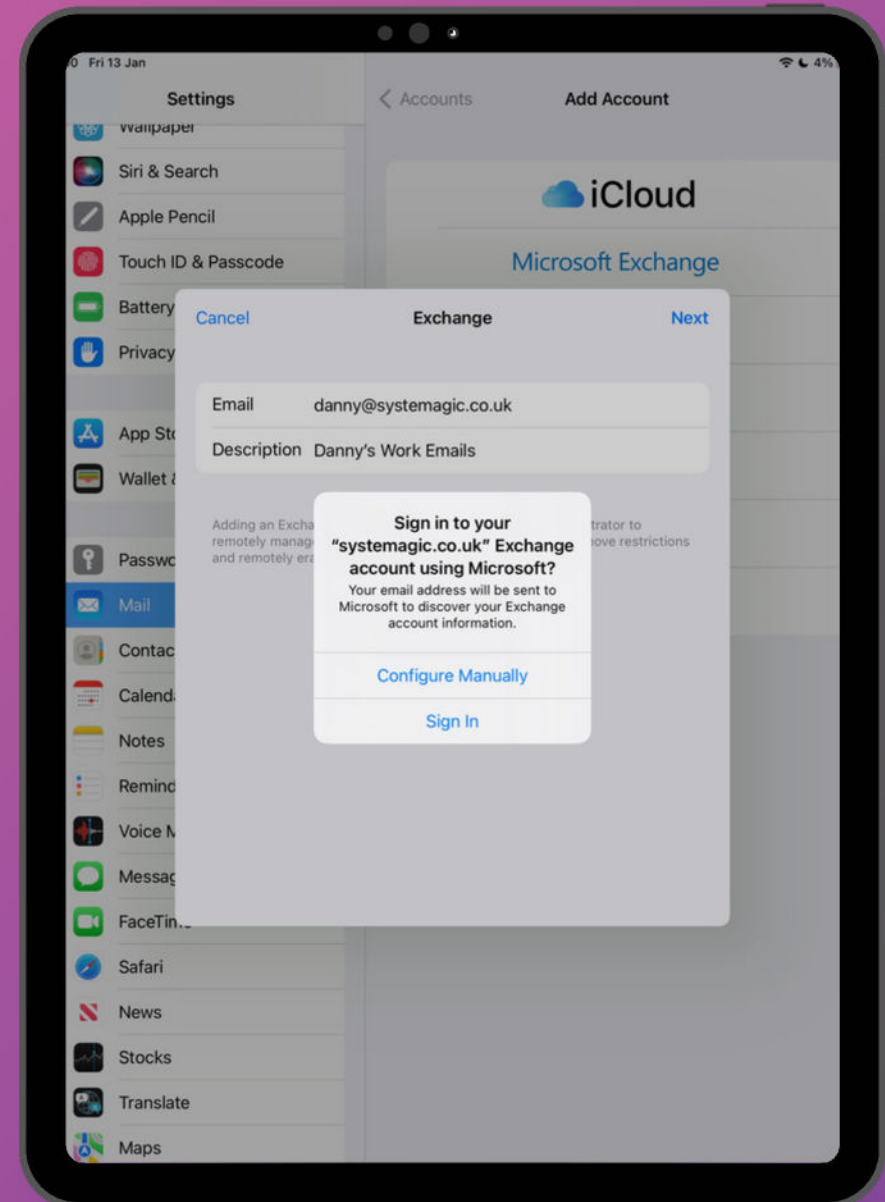
Once you have entered your details, click 'Next' in the top right.



# STEP 4

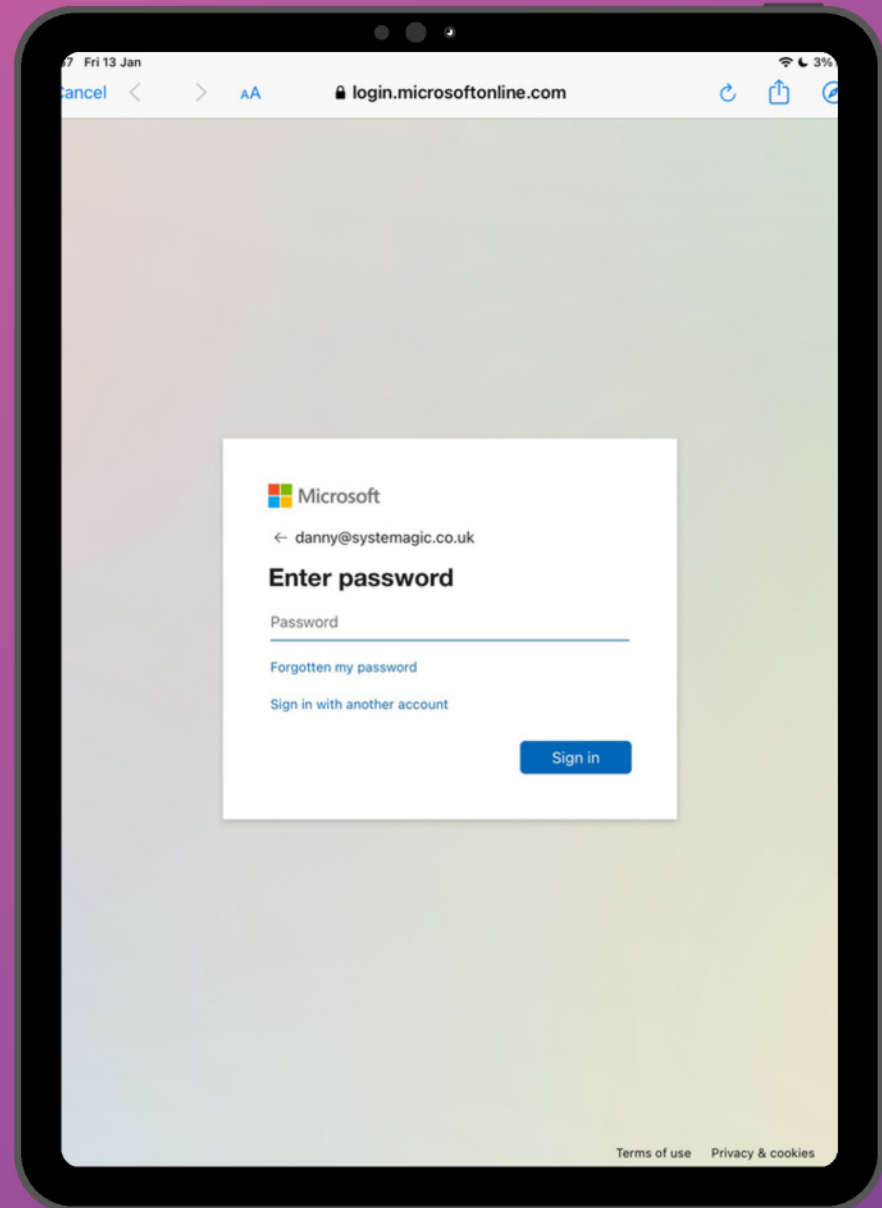
You'll now be prompted to either 'Configure Manually' or 'Sign In'.

Choose 'Sign In'.



# STEP 5

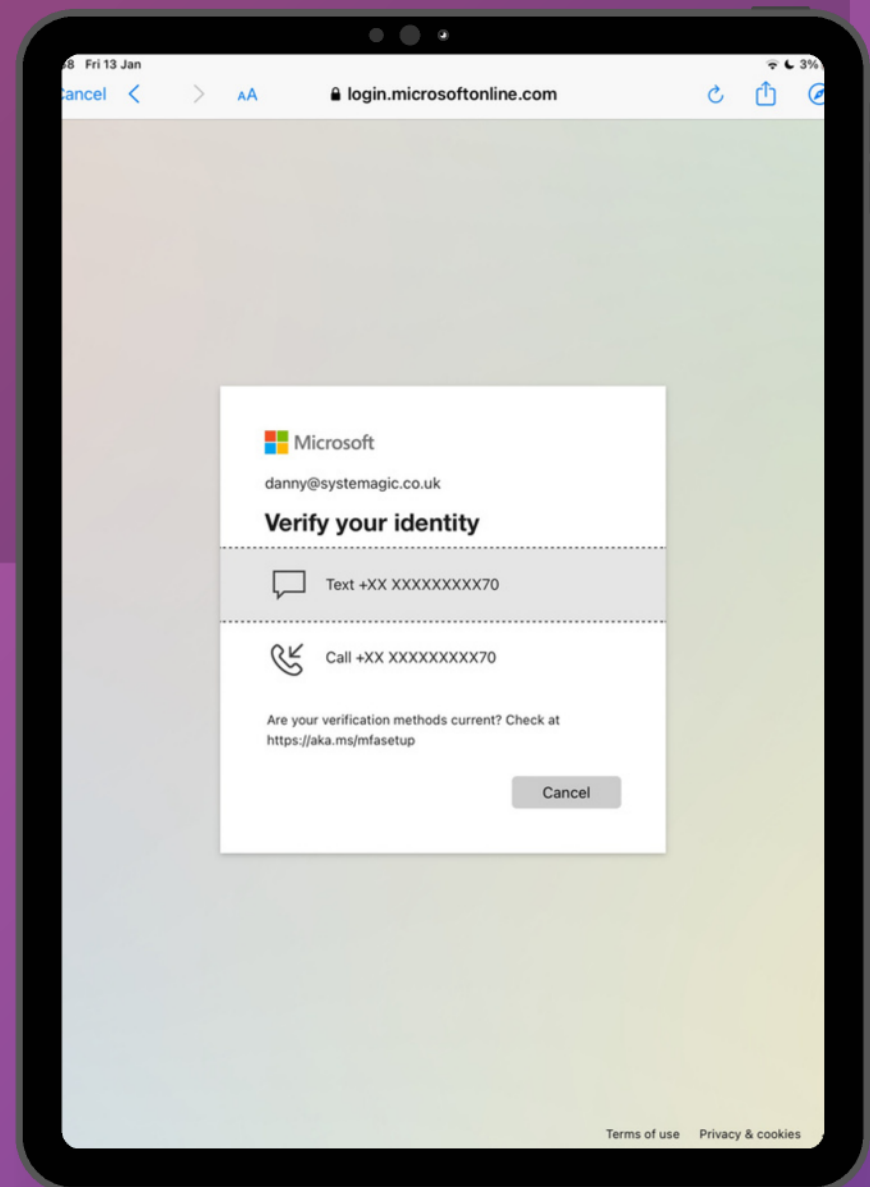
A new window will appear with the Microsoft 365 login screen. Enter your password in the password field.



# STEP 5A

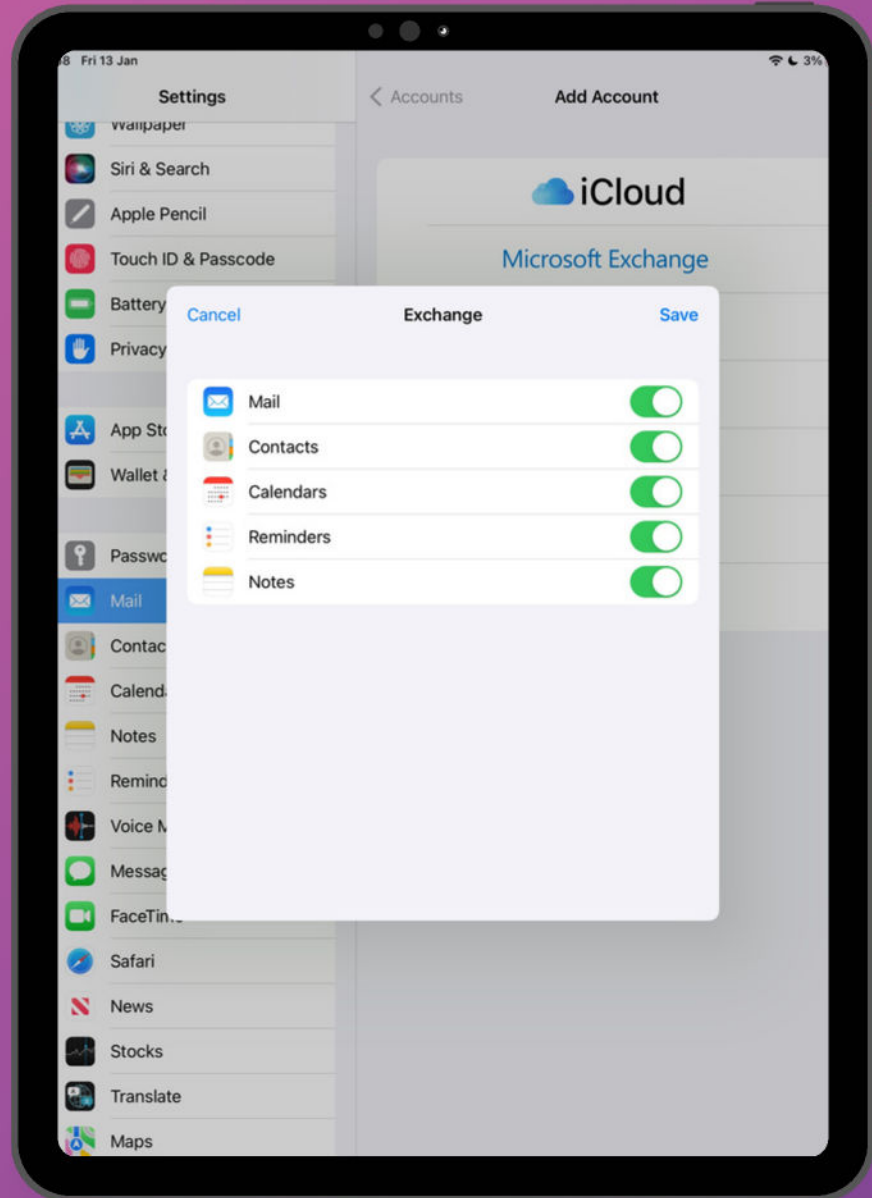
If you have 2-Factor Authentication (2-FA) enabled on your Microsoft account, you will need to confirm the sign in via an SMS message or phone call.

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.







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NEED ASSISTANCE?

**WE'RE HERE TO  
HELP**

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