INFORMATION SERVICES AND TECHNOLOGY

Configuring Microsoft 365 Email on Apple Devices

The University is migrating mail services to Microsoft 365 to provide mail services to all staff, students, alumni and retirees. Users of Apple devices will need to remove and re-add their accounts as part of this migration.

Table of Contents

1. Microsoft Outlook on Mac OS .......................................................................................................... 1
2. Apple Mail on Mac OS ....................................................................................................................... 2
3. Microsoft Outlook on iOS ................................................................................................................. 3
4. Apple Mail on iOS .............................................................................................................................. 4

1. MICROSOFT OUTLOOK ON MAC OS

Remove your account from Microsoft Outlook for Mac OS:
1. Click Tools in the menu bar at the top left of the screen.
2. Click on Accounts.
3. In the Accounts window,
   o Select your UM email account in the list at the left.
   o Click the - minus symbol in the lower left to remove your account.
4. When prompted to confirm deletion of the account, click delete.

Add your Microsoft 365 Account to Microsoft Outlook for Mac OS:
1. Click Tools in the menu bar at the top left of the screen, and then Accounts.
2. Click the plus symbol in the lower left, and then click New Account.
3. Enter your UM email address and click Continue.
4. A UM login page will appear. Enter your password and click Sign in.
5. Click Done.
6. Close the Accounts window.
Remove your account from the Apple Mail desktop application on Mac OS:
1. Click Mail in the menu bar at the top left of the screen.
2. Click on Accounts.
3. In the Internet Accounts window,
   a. Select your UM email account from the list at the left
   b. Click the – minus symbol in the lower left to remove your account.
   c. When prompted to confirm deletion of the account, click delete.

Add your Microsoft 365 account in the Apple Mail:
1. Click Mail in the menu bar at the top left of the screen
2. Click on Add Account.
3. In the Choose a Mail account provider... dialog, check the box for Exchange and click Continue.
4. Enter your UM email address in the Email Address field and click Sign in.
   a. If you are asked whether you want to sign into your Exchange account using Microsoft, or to configure manually, click Sign in to continue.
5. A UM login page will appear. Enter your password and click **Sign in**.
6. Select the Apple apps and account features (Mail, Contacts, Calendars) you want to use with your Office 365 account and click **Done**.

---

**Figure 2-Apple Mail on Mac OS**

### 3. MICROSOFT OUTLOOK ON IOS

Remove your account from the Microsoft Outlook app on iOS:

1. Start the Outlook App
2. Tap your **user icon** in the upper left of the screen to view your accounts and folders.
3. Tap the **settings icon** (a gear) in the lower right of this pane.
4. Tap on your **UM account** under Mail Accounts.
5. Tap **Delete Account** at the bottom of the screen.
Add your Microsoft 365 account in the Microsoft Outlook app on iOS:
1. If you are not prompted to add a new account when launching the app:
   a. Tap your user icon in the upper left of the screen to view your accounts and folders.
   b. Tap the settings icon (a gear) in the lower right of this pane.
   c. Tap Add Mail Account under Mail Accounts.
2. If another account is suggested, tap Skip.
3. Enter your UM email address in the Email Address field and tap Add Account.
4. A UM login page will appear. Enter your password and tap Sign in.
5. After the account has been added, tap the X icon in the upper left of the screen to leave the settings screen.
6. Pull down to refresh your inbox and download new messages.

4. APPLE MAIL ON IOS

Remove your account from the Apple Mail app on iOS:
1. Launch the Settings app.
2. Scroll down and tap Passwords & Accounts.
3. Under Accounts, tap on your UM account.
4. Scroll down and tap Delete Account to remove it from your device.

Add your Microsoft 365 account to the Apple Mail app on iOS:
1. Launch the Settings app.
2. Scroll down and tap Passwords & Accounts.
3. Under Accounts, tap Add Account, then choose Exchange.
4. Enter your UM email address in the Email field and tap Next.
   a. If asked to configure the account manually or sign in automatically, choose Sign in.
5. A UM login page will appear. Enter your password and tap Sign in.
6. A Microsoft sign in dialog may ask you to confirm that you are trying to sign-in. Tap Continue.
7. Tap Save in the upper right to complete the process.