

# 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.*

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## 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,
  - Select **your UM email account** in the list at the left.
  - 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.



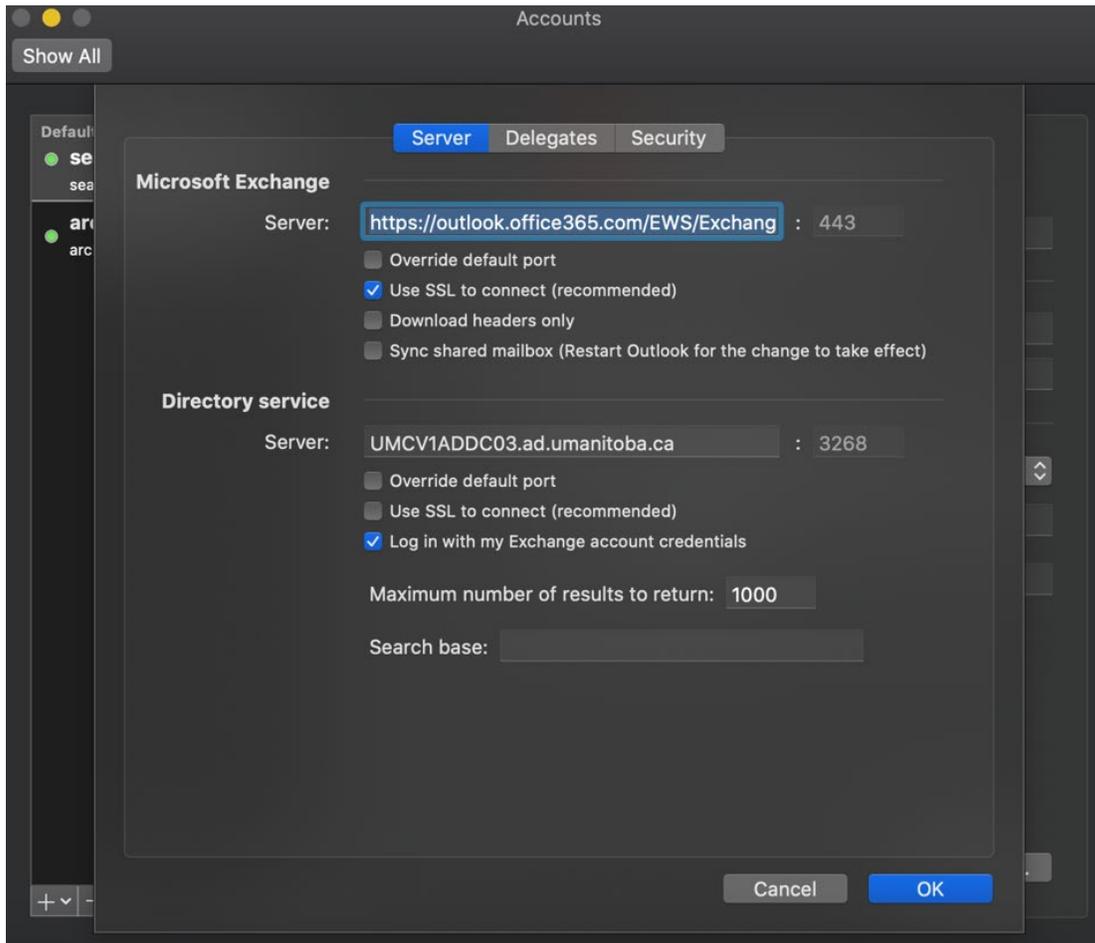


Figure 1-Outlook on Mac OS

## 2. APPLE MAIL ON MAC OS

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**.

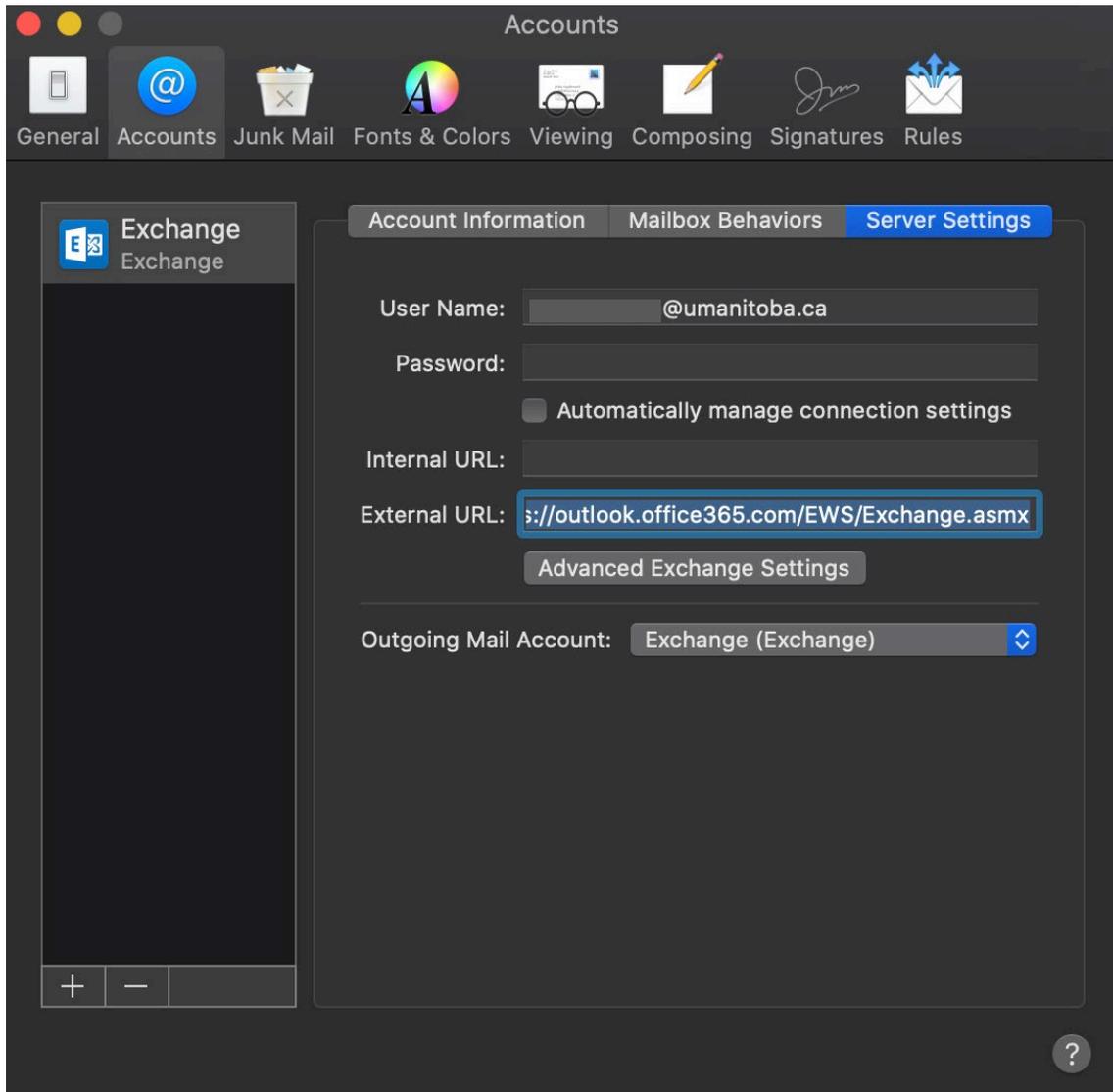


Figure 2-Apple Mail on Mac OS

### 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.