

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.



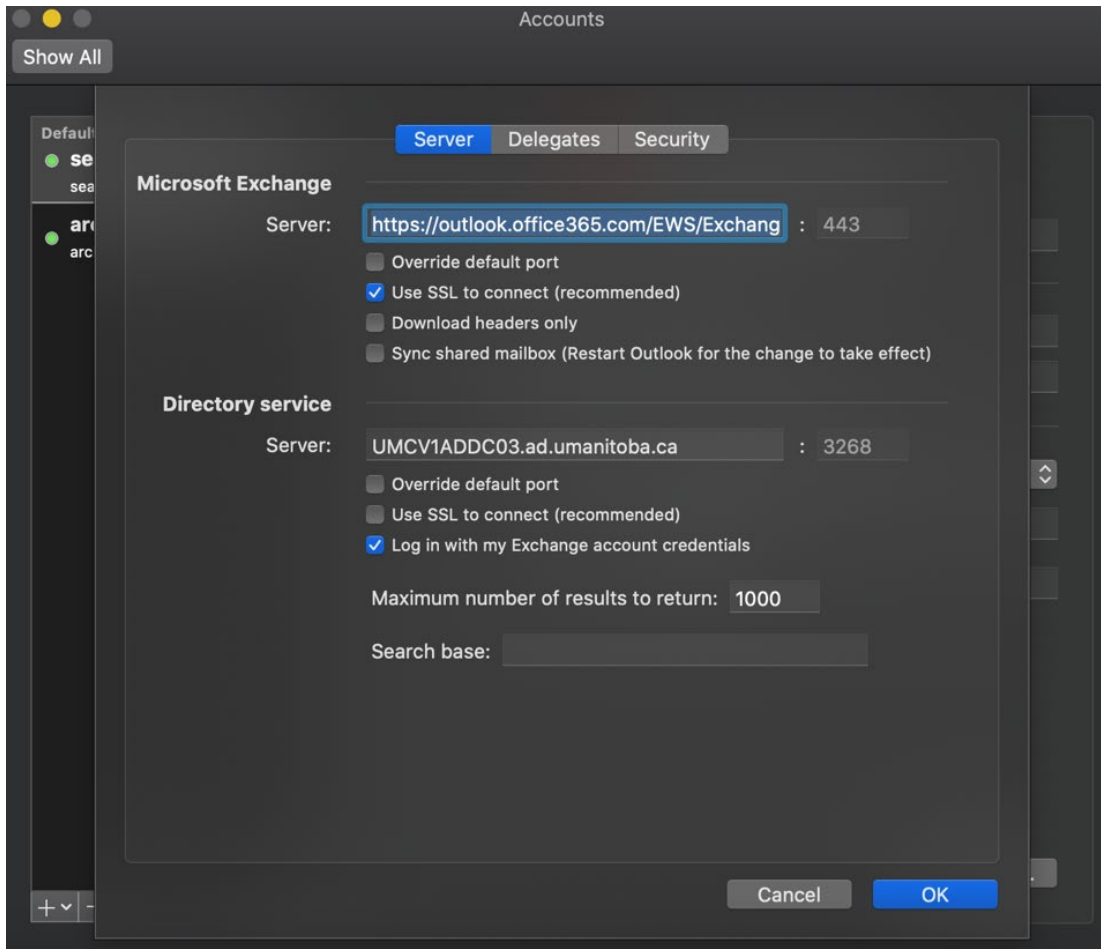


Figure 1-Outlook on Mac OS

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**.

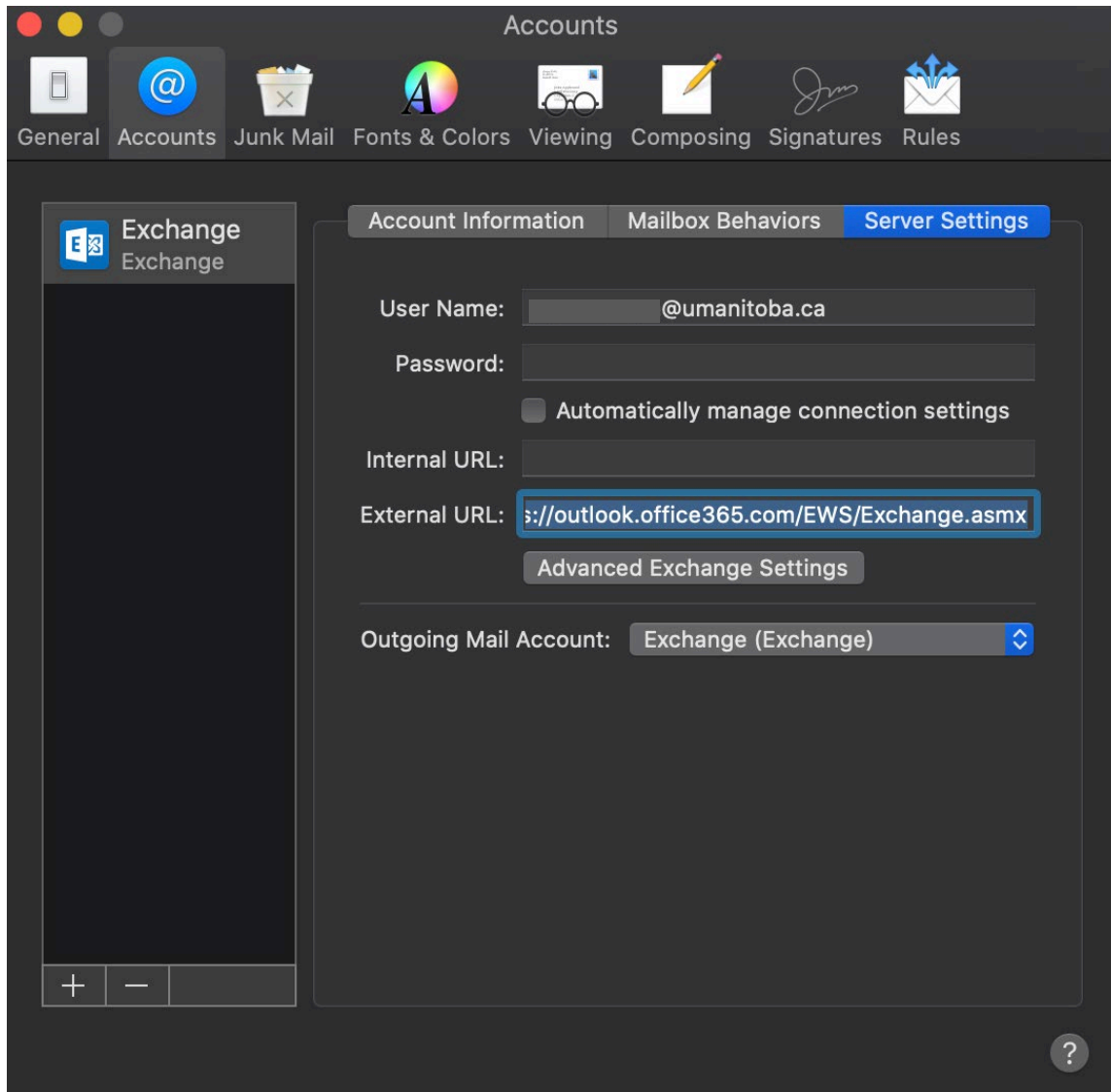


Figure 2-Apple Mail on Mac OS

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.