

Microsoft 365 - Email and Calendaring - iOS Configuration

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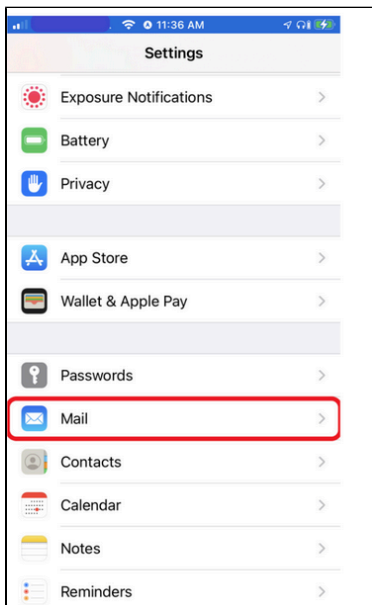


This Article provides instructions for both iPhones running iOS 14 and higher and iPads running iPadOS 13 and higher. Any device running an iOS below iOS 13 or iPadOS 13 will may not fully support mail in the built-in Mail app. To use MIT email on the iPhone using the Outlook app, your iPhone and/or iPad needs to be running at least iOS 14 to install a supported version of Outlook.

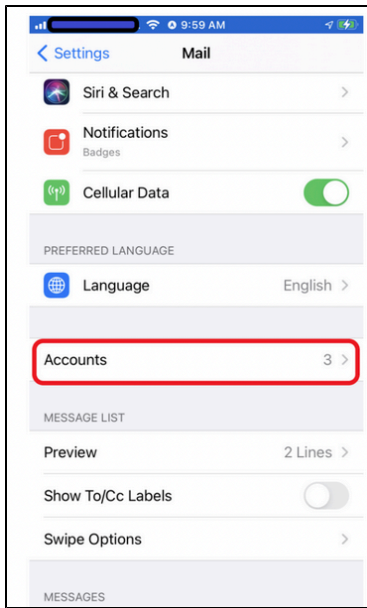
If you need to set up your email for the first time, see [Setting up your MIT email account for the first time here](#) .

If you already have your MIT account set up and are getting a prompt to enter your password, you will need to delete it.

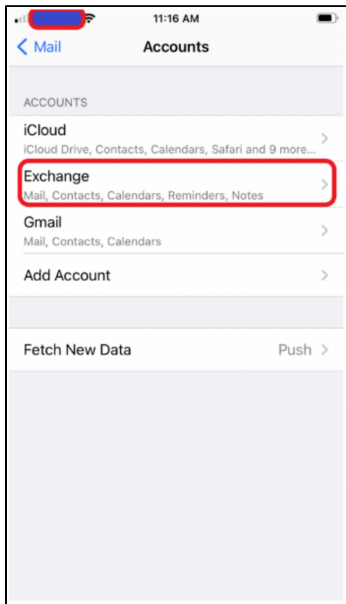
1.) Open the Settings App and scroll down to "Mail"



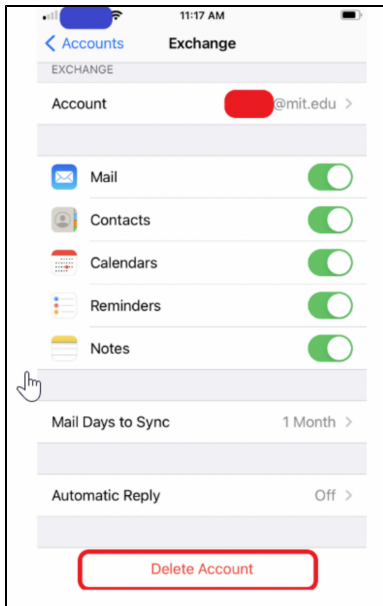
2.) Click on "Accounts"



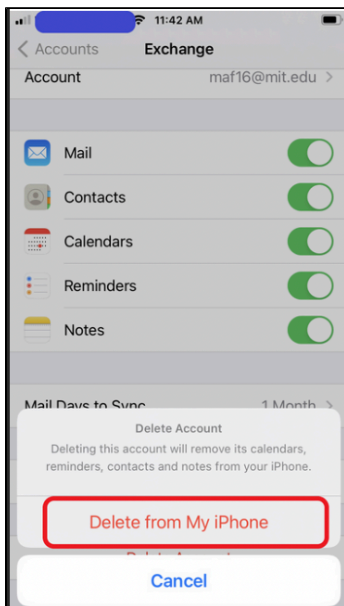
3.) Choose "Exchange" (NOTE: This may also say "MIT")



4.) Click "Delete Account"



5.) A message will appear at the bottom of the screen - chose "Delete from My iPhone"

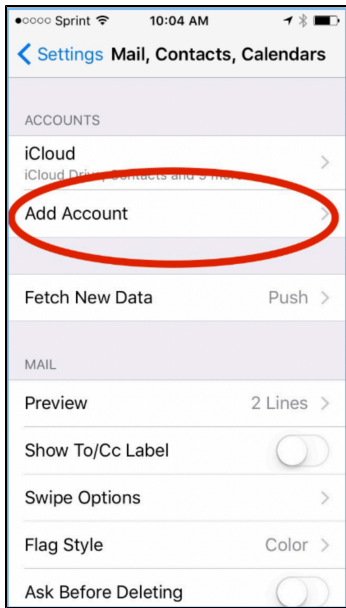


Once you have deleted your account or if you need to add your account for the first time, use the steps below.

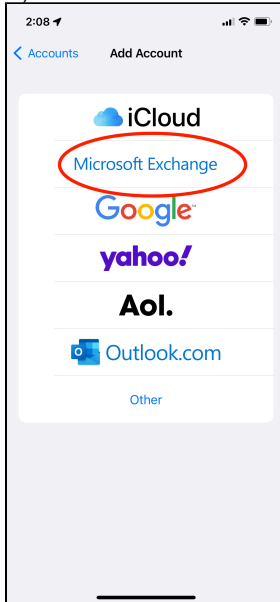
Setting up your MIT email account for the first time.

NOTE: If you are adding your email for the first time, follow steps 1 and 2 above.

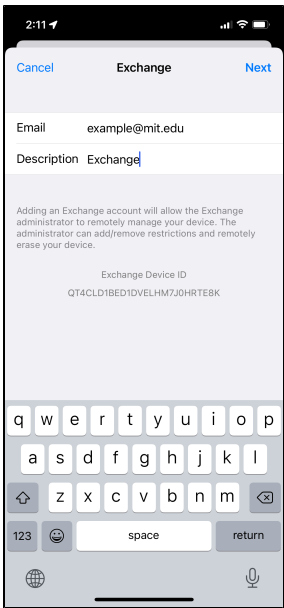
1.) Click on "Add Account"



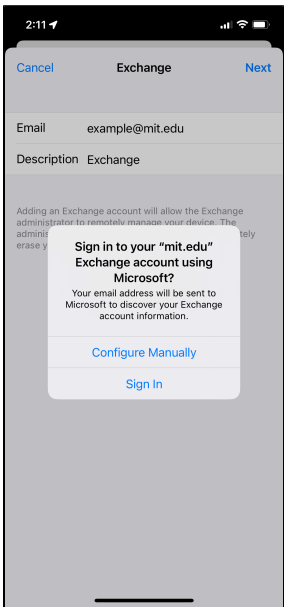
2.) Choose "Microsoft Exchange"



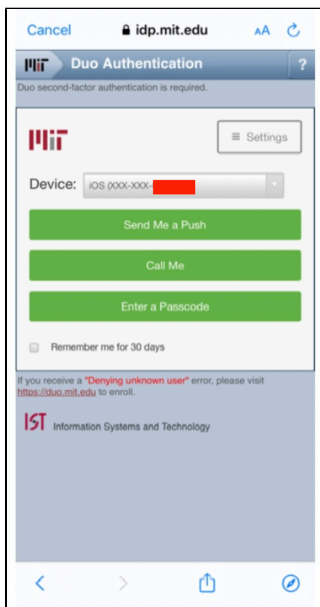
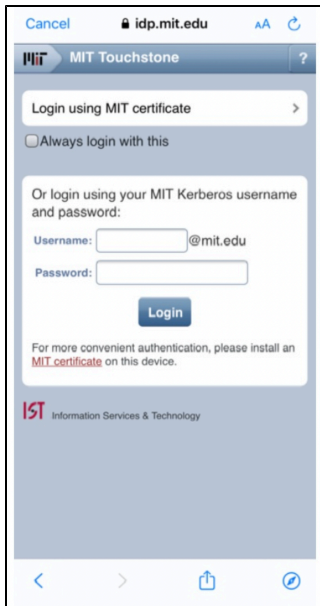
3.) Enter your full MIT email address then hit Next in the top left corner. This will auto populate the line below with "Exchange". Hit Next again.



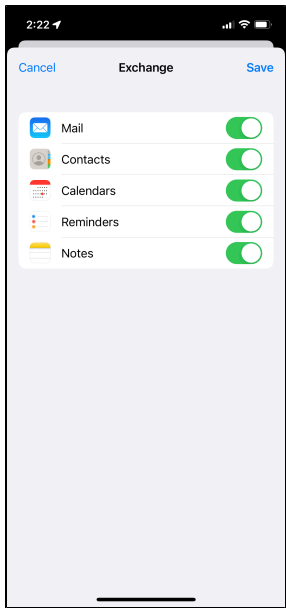
4.) A popup will appear, click "Sign In". After clicking "Sign In" this will bring you to the MIT Touchstone/DUO sign in.



4.) MIT Touchstone/DUO sign in as you would normally do.



5.) Now choose the services on your MIT Account you wish to synchronize - including Mail, Calendar, Contacts, Reminders and Notes.



Depending on the size of your mailbox, it may take up to an HOUR for a full sync. The mail app may be slow during this time.

See Also

- [Microsoft 365 - Email and Calendaring Landing Page](#)
- [Microsoft 365 - Email and Calendaring - Known Issues](#)
- [Microsoft 365 - Email and Calendaring - FAQ](#)