Apple Mail Setup

By IT Support

Updated: April 9th, 2024

Before we begin

- Your device must be secured with a 6-digit PIN or Face ID/Touch ID.
- First time users, your domain account password needs to be changed before starting.
- In this guide, substitute example@company.com with your user principal name (UPN).
- This guide works with iPhones that have iOS 14 and later installed.

What is your UPN?

- Your UPN is the combination of your username and company domain.
- Your external email address remains the same.



Open Settings



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Tap Accounts ┝ ╤ ■) 21:17 🛓 Settings Mail ALLOW MAIL TO ACCESS Siri & Search ((₁)) Cellular Data PREFERRED LANGUAGE Language English > Accounts 1 > MESSAGE LIST Preview 2 Lines > Show To/Cc Labels Swipe Options MESSAGES Ask Before Deleting **Privacy Protection** Follow Up Suggestions THREADING

Organize by Thread

Collapse Read Messages

Scroll down > Tap Mail

Tap Add Account



Tap Microsoft Exchange



Enter your UPN

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Tap Continue

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Enter your domain password



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Tap Continue



Tap Continue



iPhone will

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Turn Off Reminder & Notes > Tap Save



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*If previously approved or same iPhone, no approval is required.

