

Apple Mail Setup

By IT Support

Updated: April 9th, 2024

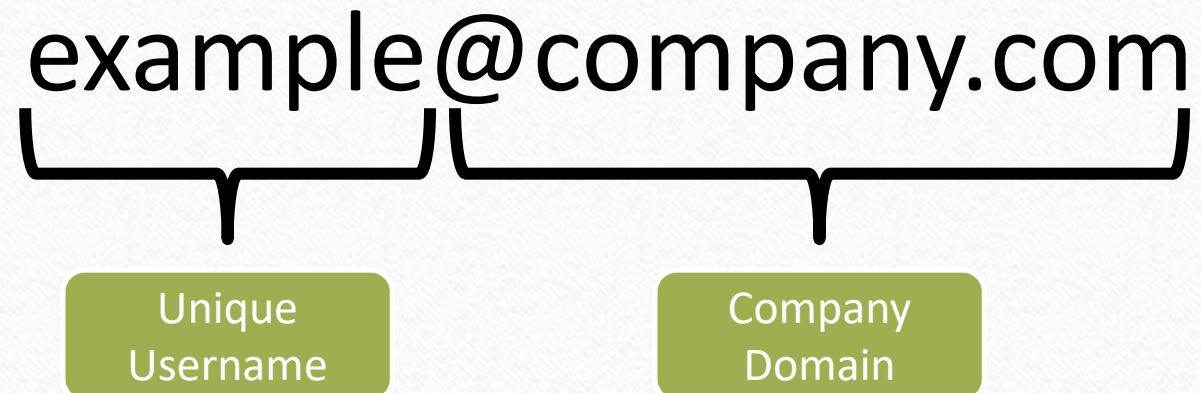


Before we begin

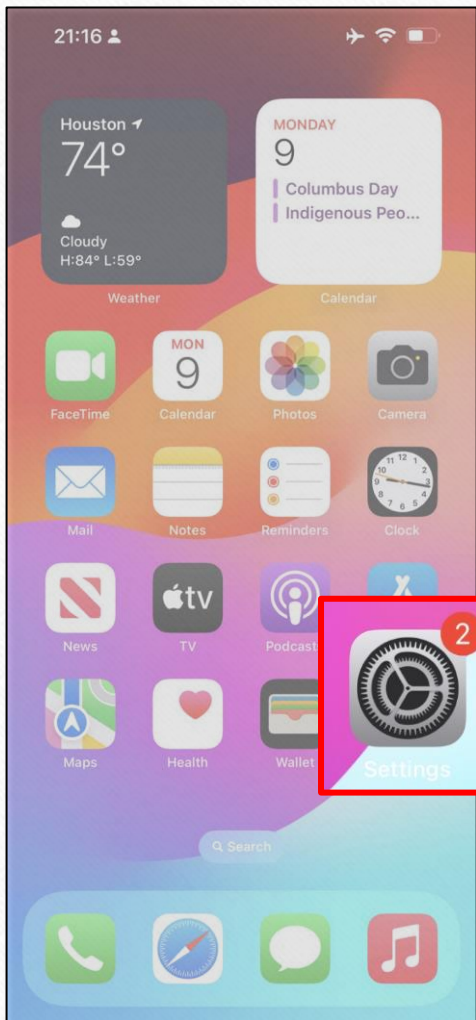
- Your device must be secured with a 6-digit PIN or Face ID/Touch ID.
- First time users, your domain account password needs to be changed before starting.
- In this guide, substitute **example@company.com** with your user principal name (UPN).
- This guide works with iPhones that have iOS 14 and later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

What is your UPN?

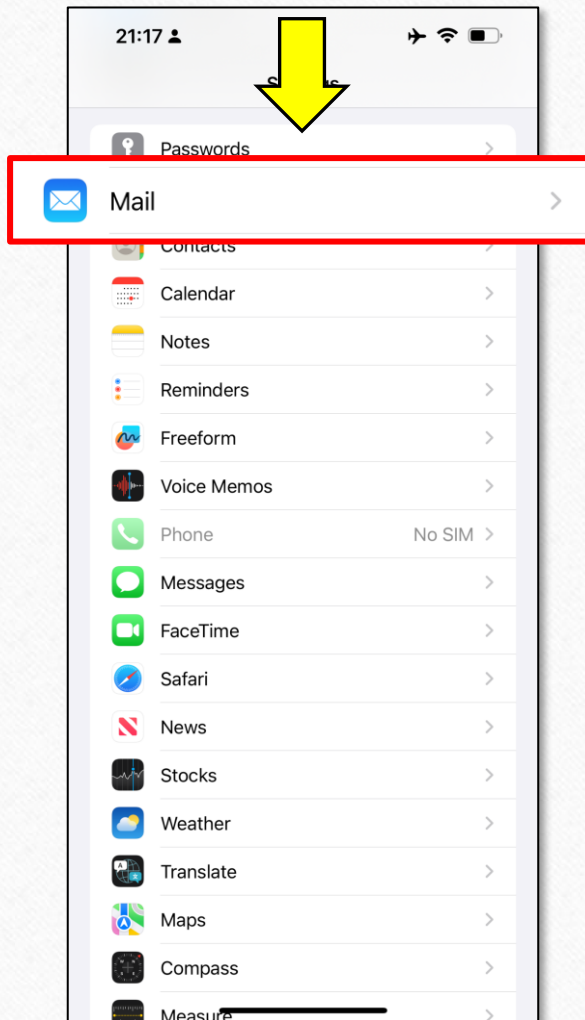
- Your UPN is the combination of your username and company domain.
- Your external email address remains the same.



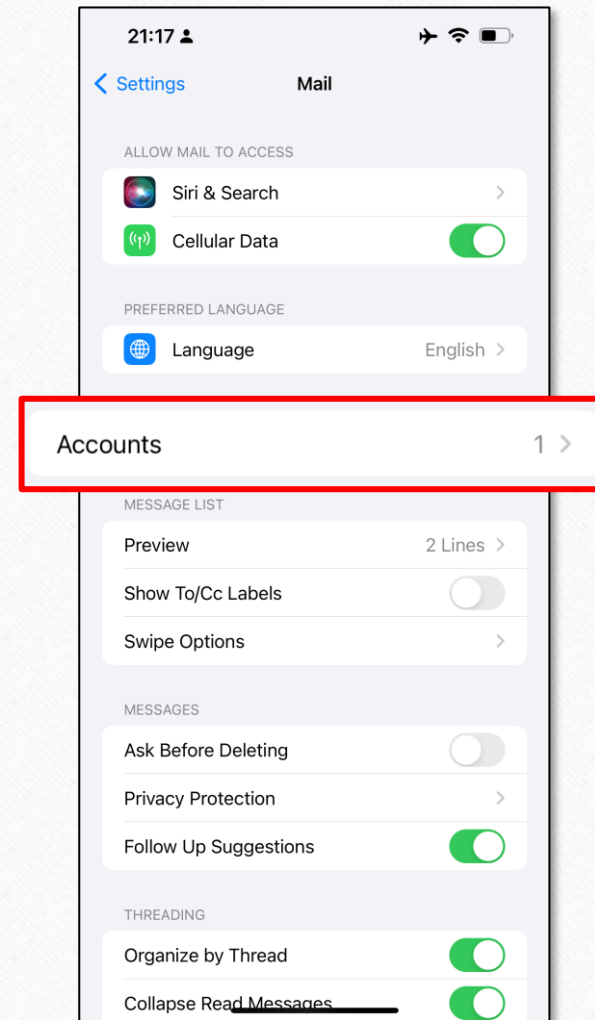
Open Settings



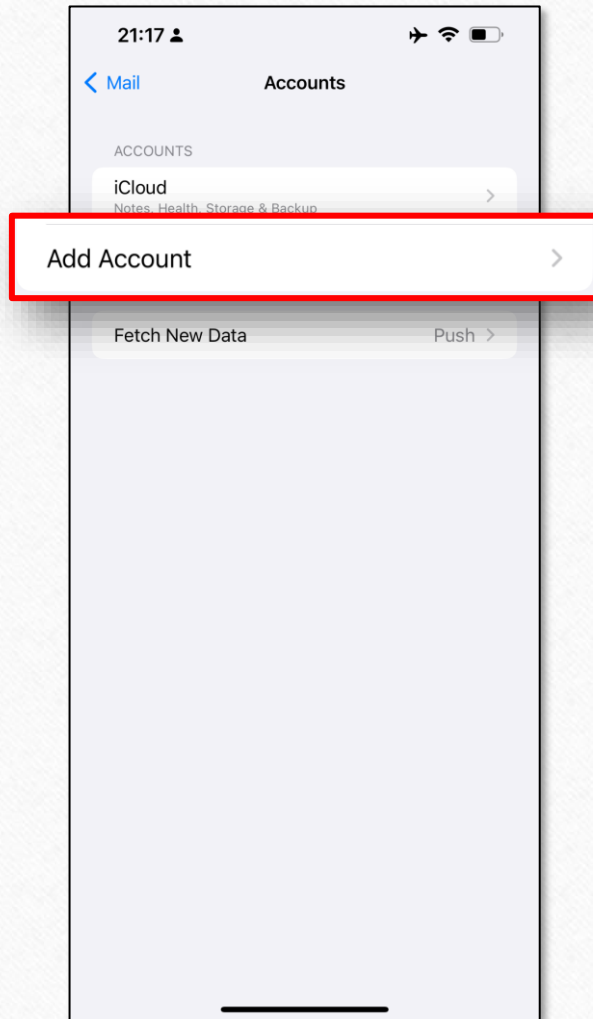
Scroll down > Tap Mail



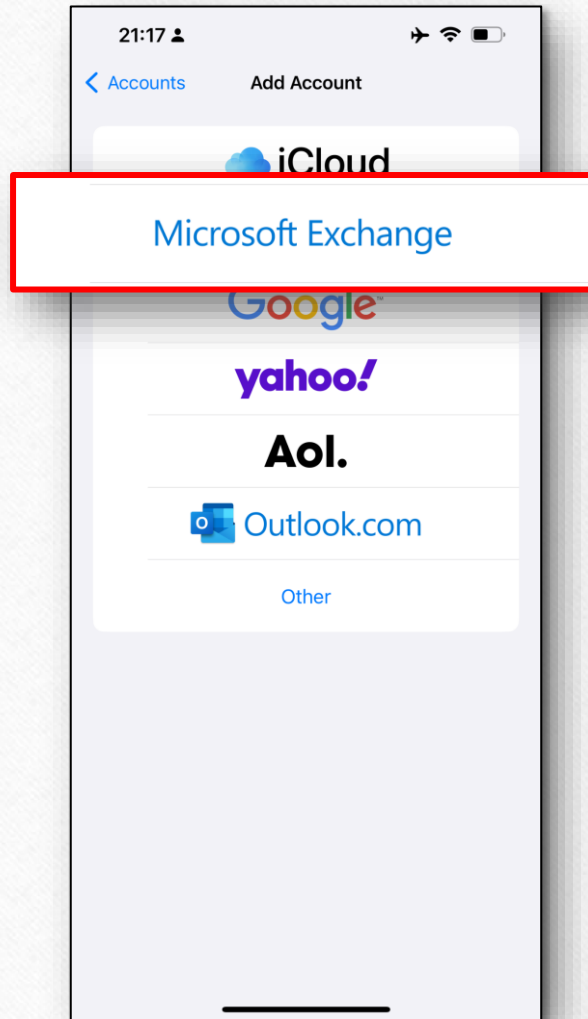
Tap Accounts



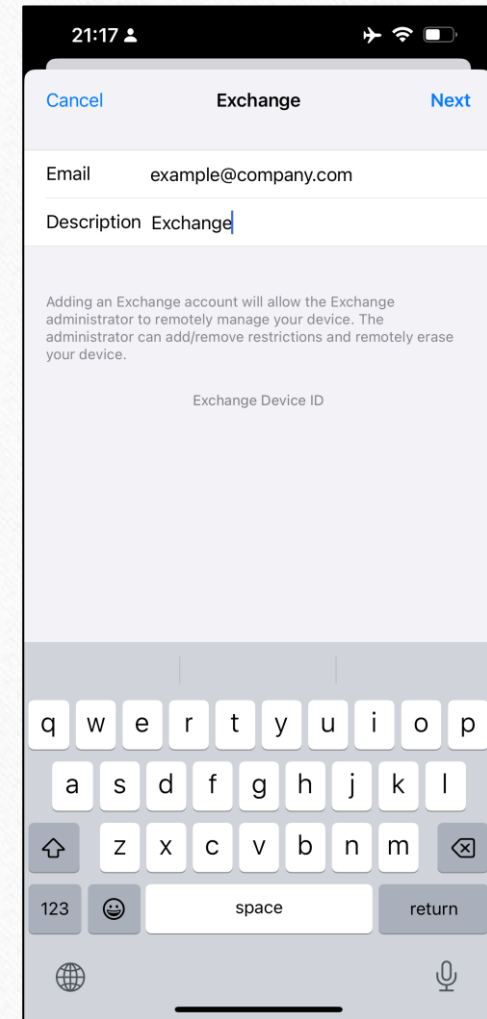
Tap Add Account



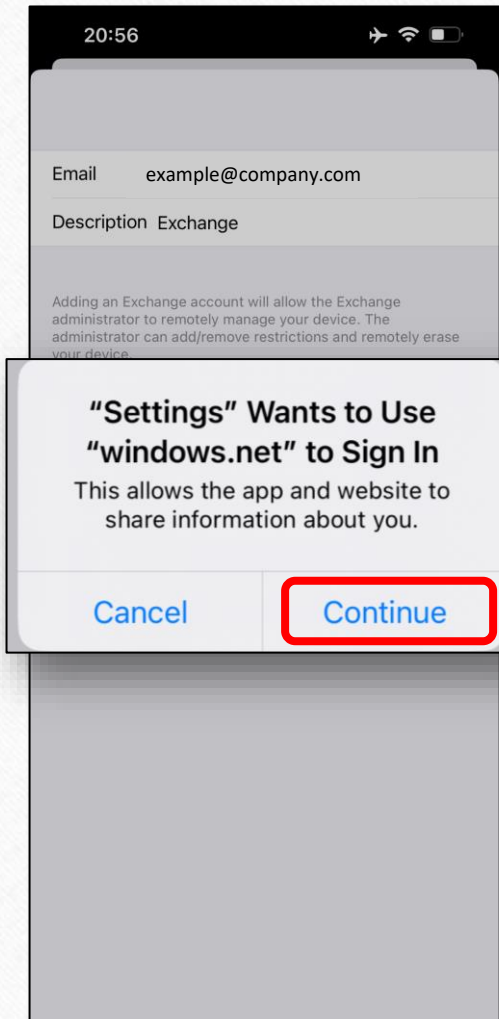
Tap Microsoft Exchange



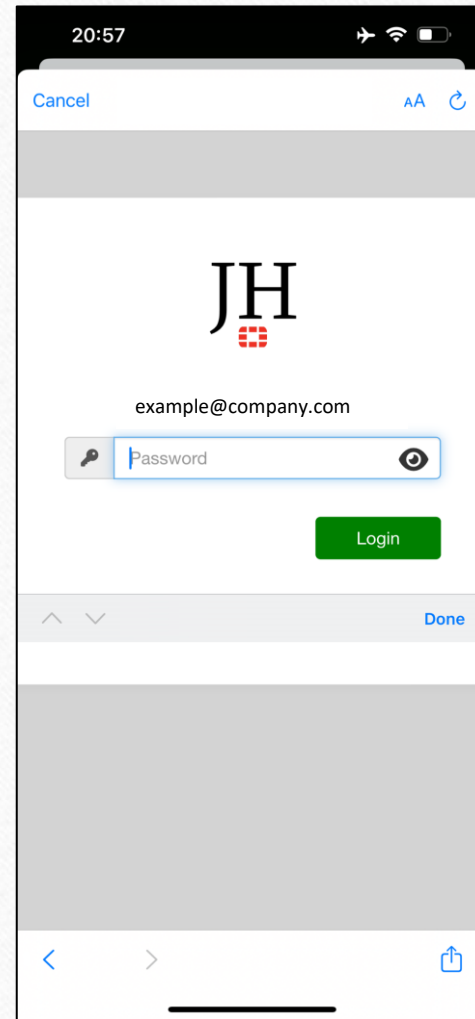
Enter your UPN



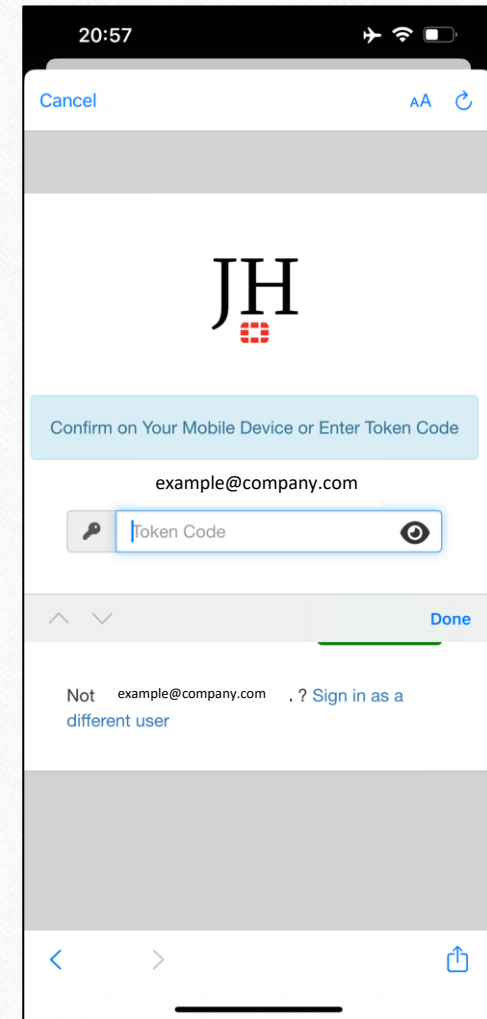
Tap Continue



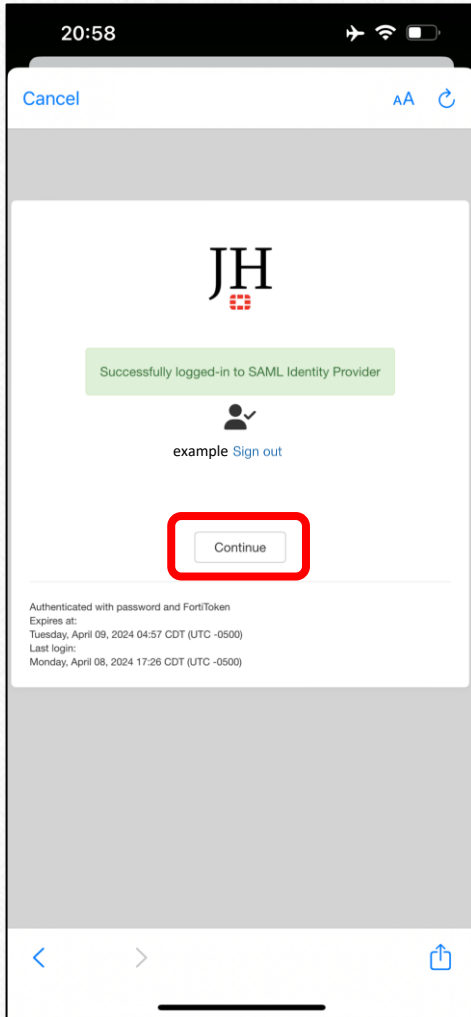
Enter your domain password



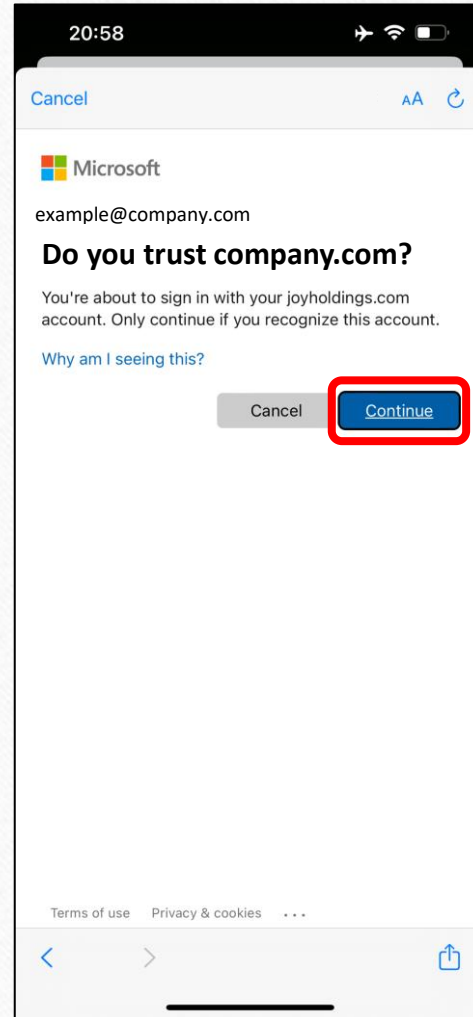
Approve or Enter Token



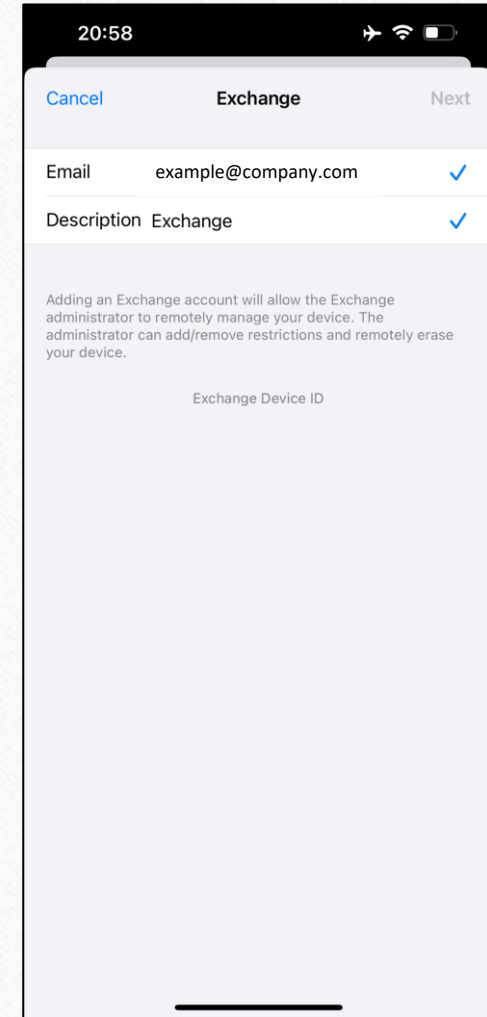
Tap Continue



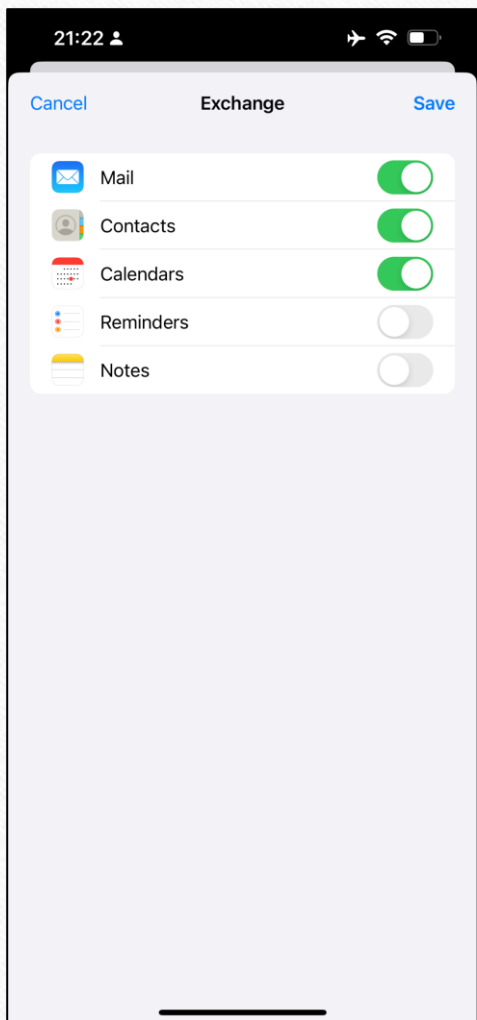
Tap Continue



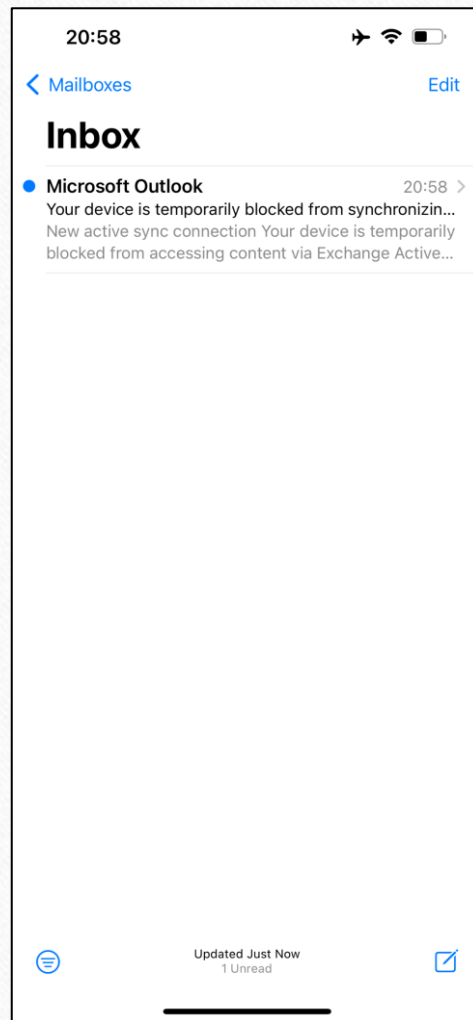
iPhone will continue for you



Turn Off Reminder & Notes > Tap Save



Exchange Mailbox



Open Mail
and look for
the
quarantine
email.

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

Trouble?

[Contact IT Support](#)

