Setting Up Email on iPhone or iPad

To work the best with Multi Factor Authentication (MFA)

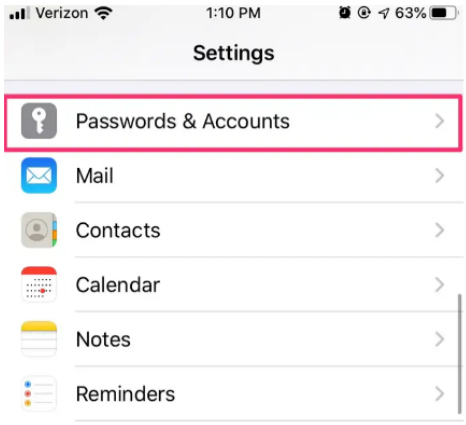
1. **If** you previously set up your Northeast email using the Mail app on your iPhone or iPad **before** MFA was initiated at Northeast - FIRST **How to remove your existing Mail account,** THEN continue to Step 2.

OR

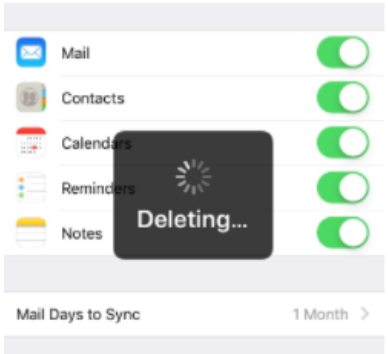
2. **If** this is your first time adding your Northeast Email to your iPhone or iPad you can skip step 1 and continue to the instructions for **Setting Up Email for iOS with MFA for Office 365**.

How to remove your existing Mail account

- On your iOS device, tap to open the **Settings** app.
- Tap **Passwords & Accounts** for iOS 13.x or lower OR tap **Mail** then **Accounts** for iOS 14.x or higher.



- Tap on your Northeast email account.
- At the bottom, click **Delete Account**.
- You will be prompted to **confirm the deletion**. (Although the data is being removed from your phone, your Mail, Contacts, Calendars, Reminders, and Notes are saved to your Office 365 account and will sync back to your phone when you re-add the account.)
- Wait for the deletion to complete. When you are returned to the list of your accounts, you have successfully removed your Exchange account from your iOS device.



Setting Up Email for iOS with MFA for Office 365

There are two options to choose from:

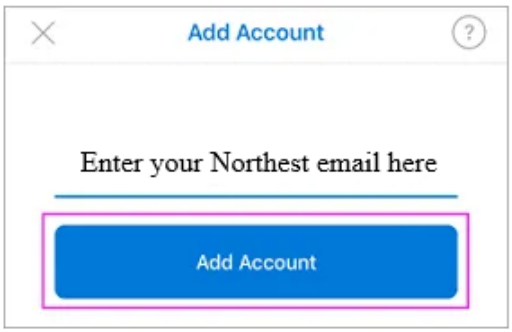
Option 1: Download the Outlook App from the App Store. This provides you with the best Outlook for iOS experience.

Option 2: Use the Mail App, with the Northeast Exchange Account.
Instructions for both options are below.

Option 1 - Downloading the Outlook app

- Open the App Store, search Microsoft Outlook, and download it.
- Open the app and click on the **Get Started** button on the welcome screen.

- Enter your Northeast email address and click on **Add Account**. Your 365 Office email will be added to the Outlook app.



- Once added, you can configure some basic settings for your email account. The Focused Inbox will separate your email into two tabs: one for important emails and the other for everything else.

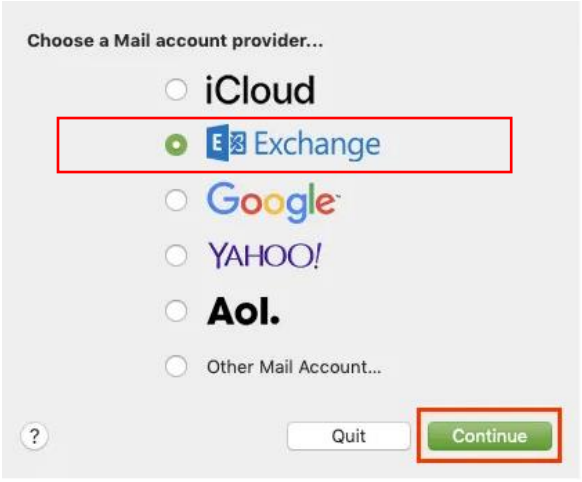
You can adjust your notifications and choose what you would like to happen to an email when you swipe on it. By default, emails are organized by thread and links are previewed. For safety, it is a good idea to turn off Link preview.

Option 2 – using the Mail app

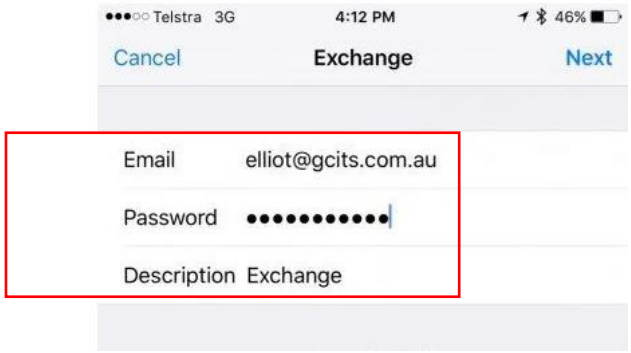
- Go To **Settings** on your iOS device.
- Tap **Passwords & Accounts** for iOS 13.x or lower OR tap **Mail** then **Accounts** for iOS 14.x or higher.

- Click **Add Account.** In newer versions of iOS, you may need to click on **Accounts** first before getting to this screen.

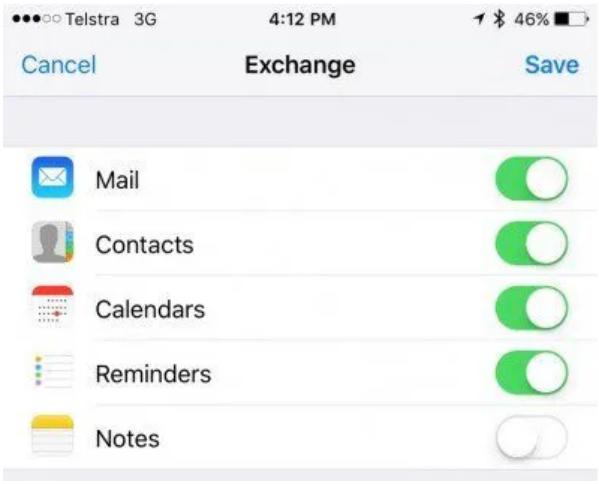
- Select **Exchange** or **Microsoft Exchange** as the mail account provider.



- Enter your Northeast email address and password and click **Next**.



- Wait until it shows that your account is **verified**. If you have any issues at this point, you will need to contact the Northeast Help Desk.
- Select items such as mail, contacts, calendars, reminders, and notes to synchronize these apps with your iPhone or iPad.



- Open the mail app on your iOS device to check your new mail account. The calendar will appear under the calendar App and contacts will appear under the contacts app.