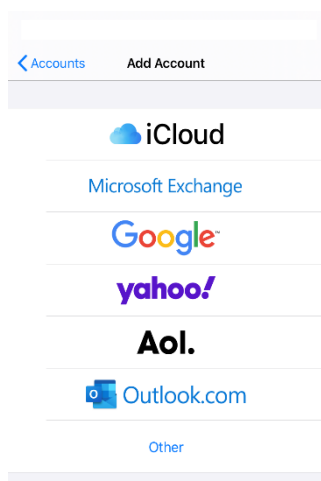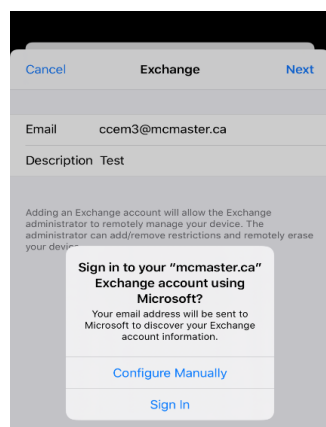# Instructions for adding email to iOS Apple Mail

To add an account:

1. Go to Settings > Passwords & Accounts

2. Tap Add Account, then select Microsoft Exchange (or Exchange depending on the version you have)

3. Enter your email (Your macid@mcmaster.ca) and description. Then click Next.

4. A new window will pop up. Tap "sign in."

5. Enter your password, and press "sign in."

6. Finalize by selecting the Contacts option if you want it (toggle to green) – you may get a message to keep previously saved Contacts on your phone. Choose your preferred option.

7. Select Save.

To make an account default: (Optional)

1. Open Settings

2. Swipe down and tap Mail

3. Swipe to the bottom and tap Default Account

4. Tap the account you'd like to use