

# Instructions for adding email to iOS Apple Mail



**Most of the users are having to remove and re-add the accounts after migration to the cloud.**

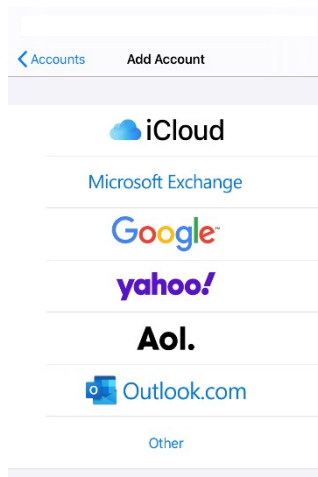
Please see the instructions below to add the accounts.

To remove an account:

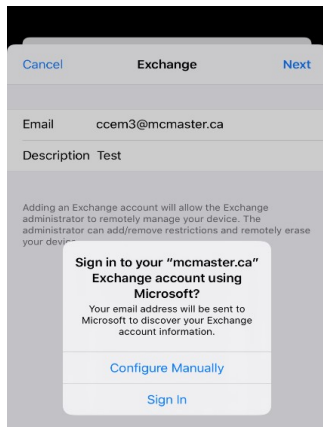
1. Open **Settings**.
2. Tap **Passwords & Accounts**. In earlier versions of iOS, tap **Mail** or **Mail, Contacts, Calendars**, then open **Accounts**.
3. Select the email account you want to remove.
4. Tap **Delete Account**.
5. To confirm, tap **Delete Account** or, in some cases, tap **Delete from My iPhone**.

**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

