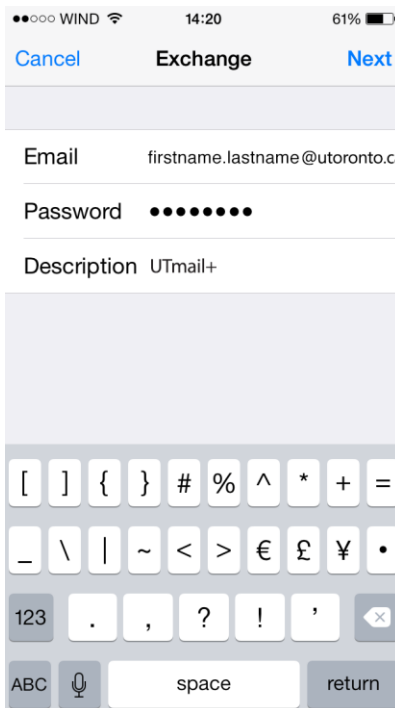


# SETUP O365 ON MAIL APP FOR MAC IOS

1. From the **Home** screen, tap on **Settings**, then **Accounts & Passwords**, then **Add Account**.
2. Select the option **Exchange** from the list. Enter the information below:  
**Email:** firstname.lastname@utoronto.ca  
**Password:** your UTORid password  
**Description:** a name for your mail account (e.g. Office 365, UTmail+, work email, etc.)



If you are asked for more information, you can also add:

**Server:** outlook.office365.com

**Domain:** blank

**Username:** firstname.lastname@utoronto.ca

3. Once the **Mail** app has connected to the Exchange server, you'll be asked if you want to sync your contacts, email, calendars, etc. Select your preferred options and tap **Save**.
4. Once finished, you can launch your **Mail** app from the **Home** screen. It may take some time to synchronize your mail items with your mobile device.