# Apple iPhone / iPad Mail APP **Office 365 Account Setup**

Example user account shown below to illustrate required configuration steps Display Name: David Lord

davidlord@quatrotech.com.au Example Email Address: Please use your @wentworthchambers.com.au email address

Select Add Account

Select Settings App



Settings	Passwords & Accounts		
Privacy			
	👔 Website & App Passwords >		
🛃 iTunes & App Store	AutoFill Passwords		
📟 Wallet & Apple Pay			
	ACCOUNTS		
Passwords & Accounts	iCloud iCloud Drive, Mail, Contacts, Calendars, Safari, Reminders, Notes, News, Photos and 2 more>		
🖂 Mail	Add Account >		
Contacts			

Select Microsoft Exchange



Scroll down to Passwords and Accounts



Enter your @wentworthchambers.com.au Email address and Description

Select "Sign In" to displayed message





Optional User Selection Recommended **"Not Now"**  Would you like to save this password to use with apps and websites? You can view and remove saved

passwords in Passwords & Accounts settings.

Save Password

Never for This Website

Not Now

### Microsoft

davidlord@quatrotech.com.au

### Permissions requested

## Apple Internet Accounts

This app would like to:

- Access your mailboxes
- Access your mailboxes
- Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at https://myapps.microsoft.com. Show details

Cancel

Accept

to allow the iPad/iPhone permission to access your Office 365 Mailbox

Click Accept to the Microsoft Permission Request

All fields are selected by default – remove any selections for items you do not want to synchronise to your device

Cancel		Exchange	Save
	Mail		
0	Contacts		
	Calendars		
:	Reminders		
	Notes		



#### **Mail Setting Options:**

Change your Mail Preferences Create a Signature

Set your new Email account as Default by scrolling down and setting the new account name as Default

**Contacts Setting Options:** Change your Contacts Preferences Set your new account as Default Contacts

	Catting	0	
	Settings	Contacts	
	Privacy		
		ALLOW CONTACTS TO ACCESS	
Å	iTunes & App Store	🚷 Siri & Search	
-	Wallet & Apple Pay		
		Sort Order	Last, First 🗧
P	Passwords & Accounts	Display Order	
	Mail	Short Name	
۲	Contacts	My Info	
	Calendar	Default Account	



#### **Calendar Setting Options:**

Change your Calendar Preferences Set your new account as Default Calendar