

# iOS Mail App

## Set up an Outlook account for the in-built iOS Mail app

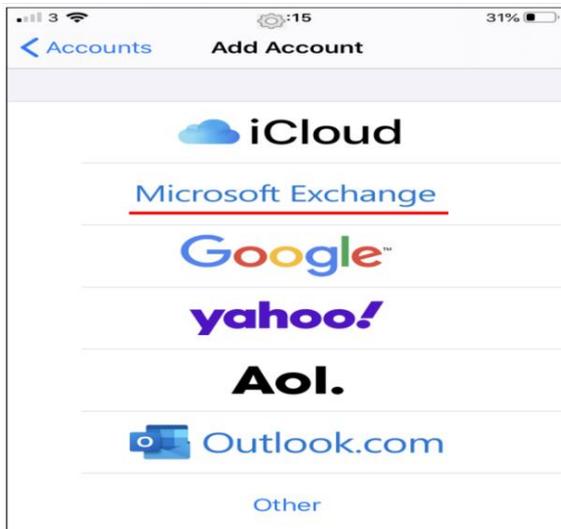
1. Go to your iPhone or iPad's **Settings** > scroll down and tap **Passwords & Accounts**.



2. Tap **Add Account**.



3. Select **Microsoft Exchange**.



4. Enter your University email address and a description of your account. Tap **Next**.

Cancel Exchange Next

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Email [redacted]@swansea.ac.uk

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Description Exchange

5. Tap **Sign In**.

Sign in to your  
"swansea.ac.uk" Exchange  
account using Microsoft?  
Your email address will be sent to  
Microsoft to discover your Exchange  
account information.

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Configure Manually

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Sign In

6. Tap **Work or school account**

 Microsoft

It looks like this email is used with more than  
one account from Microsoft. Which one do you  
want to use?

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 Work or school account  
Created by your IT department  
[redacted]@swansea.ac.uk

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 Personal account  
Created by you  
[redacted]@swansea.ac.uk

7. Enter your University email account password. Tap **Sign in** or **Next**.

 Swansea University  
Prifysgol Abertawe

[redacted]@swansea.ac.uk

**Enter password**

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[Forgot my password](#)

[Use an app instead](#)

Sign in

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- You will receive a prompt for multi-factor authentication, verify your identity, e.g. by entering a one-time code received by text message or approving a Microsoft Authenticator app request.



██████████@swansea.ac.uk

## Approve sign in request

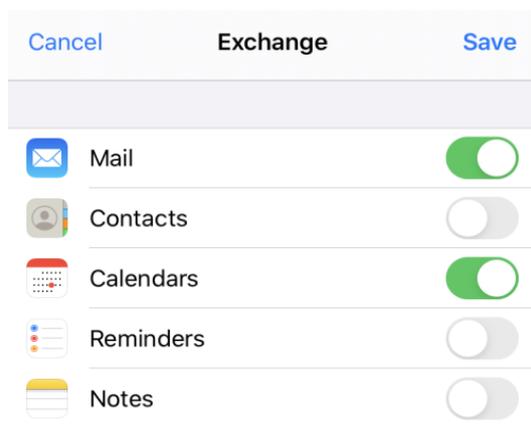
 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

- Choose the services you want to sync with your iOS device and tap **Save**.



- You're now ready to use the iOS Mail app.