Apple

After setting up Multi-Factor Authentication, if the mail app was already setup on the device you will need to delete the account and create it again.

Remove Office365 email from the iOS Mail app

1. Go to your iPhone or iPad's **settings** and choose **Passwords & Accounts**.
2. Select the account name to be deleted.
3. Scroll to the bottom of the page and select **Delete Account**.
4. Select **Delete from my iPhone**.

Add Office365 email to the iOS Mail app

1. Go to your iPhone or iPad's **Settings** and choose **Passwords & Accounts**.
2. Select **add account**
3. Select **Microsoft Exchange**
4. Enter your CCU email address and provide a description for the account. Select **Next.**
5. Select **Sign in.**
6. Enter your CCU email address and password. Select **Sign in**.
7. Enter MFA code and select **verify.**
8. Select **Continue** to confirm sign in.
9. Select the services that you would like to use with your account and select **Save** to save the account.

For additional instructions/screenshots visit https://support.office.com/en-us/article/set-up-email-using-the-ios-mail-app-7e5b180f-bc8f-45cc-8da1-5cefc1e633d1.