Adding O365 Corporate Email – Apple

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About this document

This document describes everything you need to know about how to add your 0365 corporate email account to your mobile Apple device.

Summary of changes

This section records the history of significant changes to this document. Only the most significant changes are described here.

| Version	Date	Author	Description of change
1.0	01/24/2019	Stefan Hrycko	Initial version

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Steps on adding your 0365 account

1. Tap on the **"Settings"** App

2. Scroll down and tap on **"Password & Accounts"**
3. Tap on **"Add Account"**
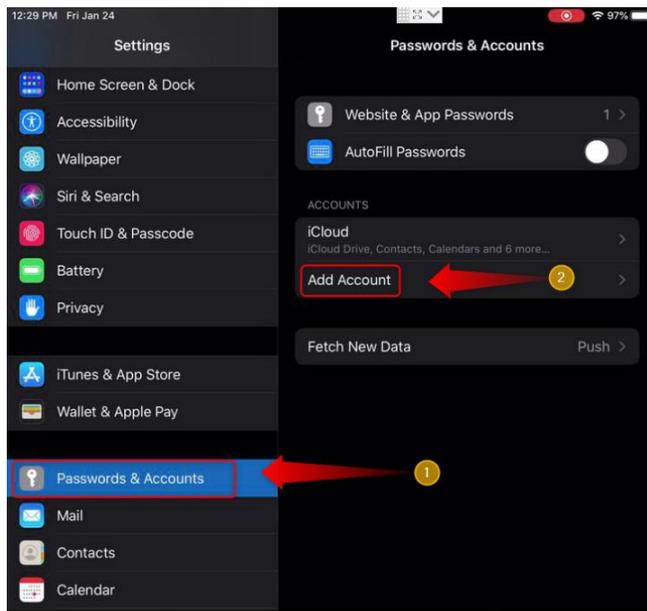
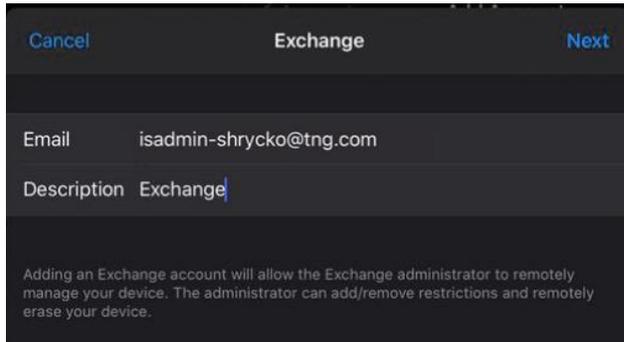4. Tap on **"Microsoft Exchange "**

5. Enter in your TNG | OSS **Computer Username** then add **@tng.com** or **@oa-services.com** > then click **"Next"**
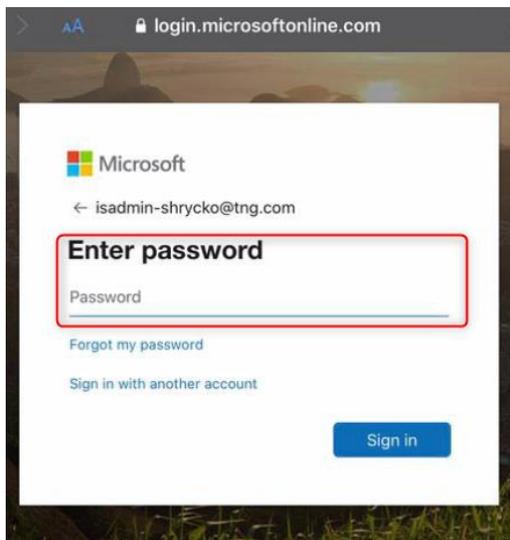
Sample:

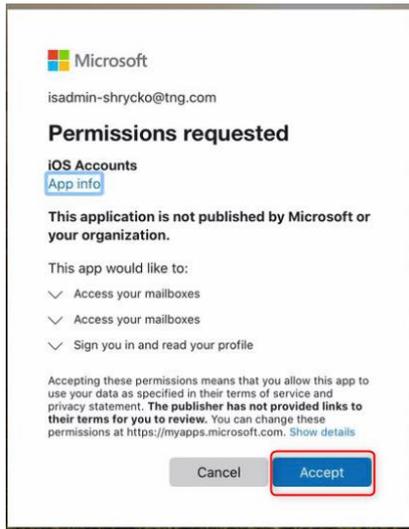Company: **OSS**

Computer Username: thenewsgroup\shrycko2
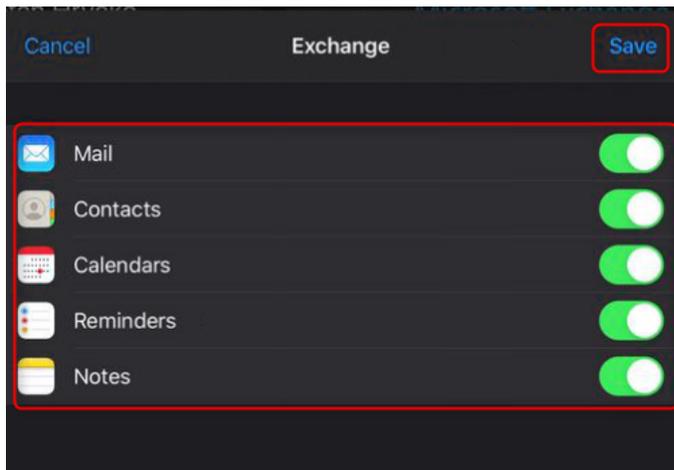
Login will be shrycko2@oa-services.com

6. A pop up will appear **"Sign in to your "tng.com" Exchange account using Microsoft"**
7. Tap on **"Sign In"**
8. Enter your Password & Tap on **"Sign In"**

9. Permissions requested message will appear > Tap on **"Accept"**

10. Ensure all **"Sync"** options are check off > Tap on **"Save"**

11. You have successfully added your new 0365 email account.