

How to Configure your iOS Mobile Device to M365

- Step 1:** Go to **Settings > Mail**
- Step 2:** Tap **Accounts**
- Step 3:** Tap **Add Account**
- Step 4:** Tap **Microsoft Exchange**
- Step 5:** Enter your CUNYfirst login ([firstname.lastname##@login.cuny.edu](#)) as your email address. The description is optional.
- Step 6:** Tap **Next**.
- Step 7:** Tap **Sign In**
- Step 8:** You will be redirected to CUNY's Authentication Page. Enter your CUNYfirst credentials—tap **Login**.
- Step 9:** You will be prompted to authenticate if you have set up MFA.
Tip: Place a check next to Don't ask again for 14 days.
- Step 10:** Tap **Accept**.
- Step 11:** Turn on the options you want to use on your phone. Tap **Save**.
- Step 12:** Go to Mail > Locate your new account. View your emails.