How to re-add email account on iPhone (Apple Mail)

How to Re-add an Office 365 Account to Apple Mail on iPhone

If you need to re-add your **Office 365** account to **Apple Mail** on your iPhone, follow these simple steps:

Step 1: Delete the Existing Exchange Account

1. Open the **Settings** app on your iPhone.
2. Scroll down and tap **Mail**.
3. Tap **Accounts**.
4. Select your **Exchange** account (the Office 365 account you want to remove).
5. Tap **Delete Account** at the bottom of the screen.

Step 2: Add Your Office 365 Account Back

1. After deleting the account, go back to the **Accounts** section and tap **Add Account**.
2. Choose **Microsoft Exchange** from the list of account types.
3. Enter your **email address** in the provided field.
4. For the **Description** field, you can type **Exchange** or leave it as is.
5. Tap **Next** to proceed.

Step 3: Sign In

1. When prompted with **Configure Manually** or **Sign In**, select **Sign In**.

2. A new window will appear asking you to **Continue with Microsoft**. Tap **Continue**.
3. Select **Work or School Account** when prompted.
4. Enter your **Office 365 password**.

Step 4: Enable Two-Factor Authentication (if needed)

1. If prompted to enable **Two-Factor Authentication**, tap **Continue**.
2. Follow the on-screen instructions to complete the authentication process.

Step 5: Configure Sync Settings

1. After successfully signing in, a confirmation screen will appear with **Success**.
2. You'll be prompted to select what you want to sync (Mail, Contacts, Calendars, etc.). Ensure all desired options are turned **on (green)**.
3. Tap **Save** to complete the setup.

Step 6: Wait for Your Mailbox to Sync

1. Your inbox should start syncing with your Office 365 account. Depending on the size of your mailbox, this may take a little time.
2. Once synced, you will be able to access your emails in Apple Mail on your iPhone.

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