

TNG | OSS

Information Services

Service Desk Guides

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

Cancel	Exchange	Next
Email	isadmin-shrycko@tng.com	
Description	Exchange	
Adding an Exch manage your de erase your devi	ange account will allow the Exchange administrator evice. The administrator can add/remove restriction ce.	to remotely s and remotely

- 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"

AA 🔒 login.micros	oftonline.com
Microsoft	
← isadmin-shrycko@tng	.com
Enter password	1
Password	
Forgot my password	
Sign in with another account	
	Citer 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.