

iPad Mail App Setup Guide

Step 1: Prerequisites

1. Ensure that **Microsoft Authenticator (2FA)** has been successfully set up on the iPad before proceeding.
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Step 2: Configure Exchange Mail

2. Open the **Mail** app from the **bottom dock**.
 3. Select **Exchange** as the account type.
 4. Enter the user's **email address**; the description will autofill as **Exchange**. Press **Next**.
 5. Choose **Sign In** instead of **Configure Manually**.
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Step 3: Authenticate the User

6. A prompt will appear stating that **Mail wants to sign in to Microsoft Online**. Press **Continue**.
 7. Enter the user's **default password** or the **set password** (if transferring iPad data).
 8. A prompt will be sent to **Microsoft Authenticator**; you must **approve the request**. Default back to Step 1 if not setup.
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Step 4: Finalizing Setup

9. Once authentication is completed, the **iPad Mail App is now set up and ready for use**.