Mobile Instructions

First you will need to remove your email account from your iPhone

1.) On iPhone in Settings tap Mail



2.) Tap Accounts

Settings		Mail	
	Siri & Search		
	Notifications Banners, Badges		
(1))	Cellular Data		
Acco	Accounts		3 >

3.) Tap your Exchange account



4.) Tap Delete Account

EXCHANG	€			
Account	t	zvalente@nrao.ed		
м 🖂	ail			
💽 Co	ontacts			
Ca	alendars			
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	otes	C		
Mail Days to Sync		1 Mont		
Automa	tic Reply	0		
Delete Account				

5.) Tap Delete from My iPhone



Now that your account is removed you will need to re add your account

1.) From the Accounts menu tap Add Account



2.) Tap Microsoft Exchange



3.) Enter our Email address, the Description field will populate tap Next



4.) Tap Sign In



5.) You will be redirect to authenticate with Duo

- WO			
Please enter your	credentials to a	ccess Microsoft 365.	
Username			
Password			
	Lo	g in	

6.) And Asked how you would like to enter your second form of Authentication



7.) Tap Save

