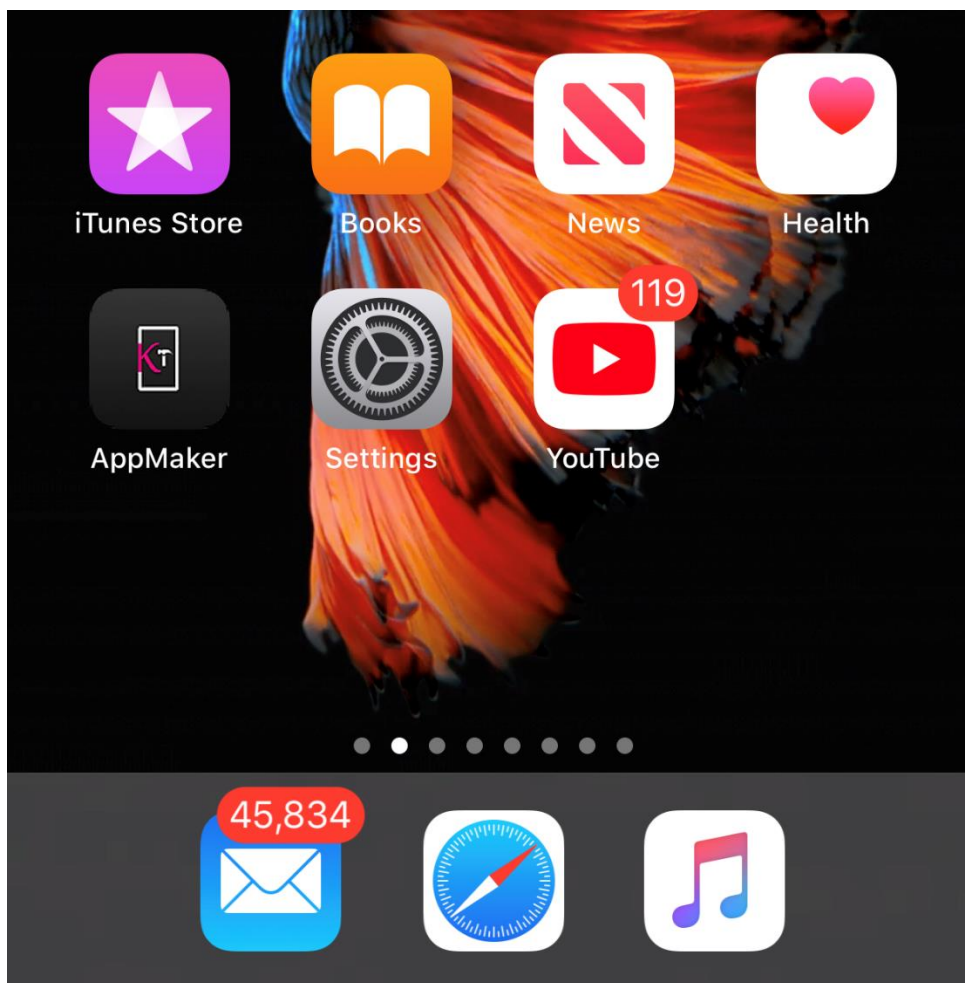# Editing Microsoft 365 Lehman Email Account for iPhone/iPad Mail Clients after Migration

The following steps are to be followed for Mac mail clients already configured on your iPhone/iPad prior Lehman Faculty and Staff being migrated to the cloud.

STEP1: Find and tap the **Settings** icon on your iPhone/iPad

STEP2: Scroll down and Select **Passwords & Accounts**

🔑	Passwords & Accounts	›
✉️	Mail	›
👤	Contacts	›
📅	Calendar	›
📝	Notes	›
☰	Reminders	›
🎙️	Voice Memos	›

STEP 3: Select **Exchange** from the **ACCOUNTS section**

🔑	Website & App Passwords	28 ›
⌨️	AutoFill Passwords	›

ACCOUNTS

iCloud ›
iCloud Drive, Contacts, Calendars, Reminders and 5 more...

Exchange ›
Mail, Contacts, Calendars, Reminders, Notes

Gmail ›
Mail, Contacts, Calendars

Subscribed Calendars ›
Soccer - Junior Varsity, Track & Field (Indoor) - Freshma...

Add Account ›

Fetch New Data   Push ›

STEP 4: Select **Account**

EXCHANGE

Account   EDILTRUDYS.RUIZ@lehman.cuny.e... ›

✉️   Mail

👤   Contacts

📅   Calendars

📋   Reminders

📒   Notes

Mail Days to Sync   1 Week ›

Automatic Reply   Loading... ›

Delete Account

STEP 5: Edit the **Account section as follows:**

Enter your Lehman email if not yet listed under the Email field.

Enter "outlook.office365.com" under the Server field.

Enter your CUNYfirst login under Username and your Password. Press "Done"

ɪɪɪ Verizon 🔵 1:45 PM 85% ▭

Cancel **Account** Done

Email EDILTRUDYS.RUIZ@lehman.cuny.edu

Server outlook.office365.com

Domain Optional

Username ediltrudys.ruiz46@login.cuny.edu

Password

Description Exchange

Advanced Settings 〉

NOTE: Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.