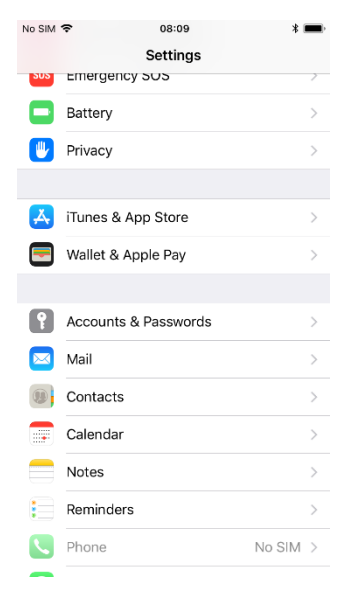
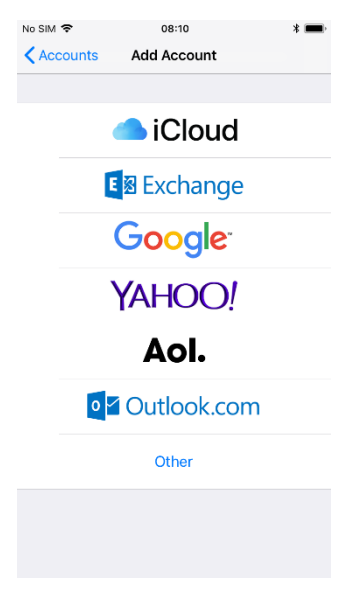
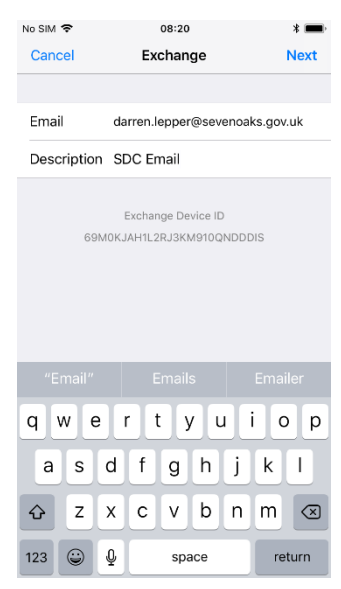
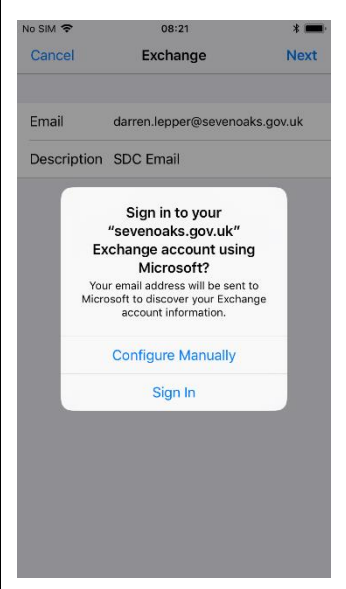


# Adding your Mailbox - Apple devices

You may use any default, or third party, app to retrieve your mail on your Apple device, just look for compatibility with Office 365. Most apps are likely to have a step-by-step guide to adding it.

We corporately advise all users to choose the default 'Mail' app. So below is a guide to adding your account to your device this way. If you need assistance setting this up any other way, please contact the Service Desk.

**Note: As you can see from the last image, that initially you will see that your mailbox is blocked. We have to authorise your device, so the quickest way to confirm your identity, would be to call or email the Service Desk to confirm the request is genuine.**

Got to <b>Settings</b> and scroll to <b>Accounts &amp; Passwords</b>	Choose <b>Exchange</b>	Enter your email address (clr.surname@sevenoaks.gov.uk)	Choose <b>Sign In</b>
			

Enter your password	Leave the default settings and choose <b>Save</b>	Close <b>Settings</b> and go to <b>Mail</b>
