How to switch your email account to use modern authentication

You can easily switch to using modern authentication by removing the yale.edu email account from your mail app and re-adding it.

Outlook on Windows   Outlook on iPhone or iPad (iOS)

Outlook on Mac   Mail on MacOS and iOS Mail app

Outlook on Android   Thunderbird

Outlook on Windows

Remove

1. Open *Outlook*

2. Select the *File* menu

3. Select the *Account Settings* button

4. Select *Account Settings* from the menu

5. Select the account you want to delete, then select the *Remove* button. You'll see a message warning you that all offline cached content for this account will be deleted. This only affects content downloaded and stored on your computer.

6. Select *Yes* to confirm

Add

1. Open *Outlook*

2. Select the *File* menu

3. Select the *+Add Account* button

4. Enter your email address in the empty box

5. Select the *Connect* button

6. Enter your NetID password when prompted

7. Select the *Sign-In* button

8. Once it says account setup is complete select *OK*

Outlook on Mac

Remove

1. Open *Outlook*

2. Select the *Tools* menu

3. Select *Accounts*

4. Select the account you want to delete

5. In the Accounts dialog, click the - button

6. Select *Delete*

Add

1. Open *Outlook*

2. Select the *Tools* menu

3. Select the *Accounts*

4. In the *Accounts* dialog, click the + button and select *Exchange*

5. Complete the fields as follows:

    a. Enter *e-mail* in this format: first.last@yale.edu

    b. Enter *user name* as: first.last@yale.edu

    c. For *Password,* enter your NetID password

6. Click *Add Account*

Outlook on Android

Remove

1. Open the *Outlook* app

2. Tap the *account* icon

3. Tap the *gear* icon

4. In the *Accounts* section select your Office 365 account (first.last@yale.edu)

5. Select the *Delete Account* button

Add

1. Open the *Outlook* app

    a. If this is the first account you are setting up in Outlook, click the *Get Started* button

    b. If this is not the first account you are setting up in Outlook, click the *gear* icon in the upper right side of the app, and select *Add Account*

2. On the *Add Account* screen, enter your full email address, for example <someone>@yale.edu and then tap *Continue*

3. On the Yale screen asking for your work or school account, enter your full email address and password and tap *Sign in*

4. On the *Account Added* screen tap *Skip*

5. Outlook will now begin syncing your Mail, Calendar Items and Contacts

Outlook on iPhone or iPad (iOS)

Add

1. Open *Outlook* for iOS

2. If it is your first time, enter your full email address, then tap *Add Account*

3. If not, open the *Menu* > tap *Settings* > *Add Account* > *Add Email Account*

4. Enter your email account password and tap *Sign In*

5. If multi-factor authentication is enabled, verify your identity

6. Accept any prompts for permission you may receive

7. Swipe through the features and you're now ready to use Outlook for iOS!

Mail on MacOS and iOS Mail app

1. Open *Mail*
2. Select *Mail* > *Add Account*
3. Select *Exchange* > *Continue*
4. Enter the name, email address and password for your Exchange account > *Sign In*
5. Choose the Mac apps you want to use with this account. Available choices are *Mail, Contacts, Calendar, Reminders,* and *Notes.*
6. Click *Done*

iPhone or iPad (iOS)

1. Go to your iPhone or iPad's *Settings* > scroll down and tap *Accounts & Passwords* > *Add Account.*
2. Select *Exchange*
3. Enter your Microsoft 365, Exchange, or Outlook.com email address and a description of your account. Tap *Next.*
4. Choose *Sign in*
5. Enter the password associated with your email account. Tap *Sign in* or *Next.*
6. The Mail app may request certain permissions. Tap *Accept.*

Thunderbird

1. Open *Thunderbird*
2. Select the *Account Settings* option on the *Thunderbird* menu
3. Expand the settings for your Yale email account and select *Server Settings*
4. In the Authentication method drop down select *OAuth2*
5. Save your changes by selecting the *OK* button
6. Select *Preferences* from the *Thunderbird* menu
7. Open the *Security* tab
8. Select the *Saved Passwords…* button
9. Remove any entries related to your Yale email address
10. Exit *Thunderbird*

11. Start *Thunderbird* again. You will see a prompt asking for your email address and password, this is actually a web portal for Microsoft 365 email login. After successfully signing in here Thunderbird has your account configured and connected using Modern Authentication.