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 Mac
Outlook on Android
Outlook on iPhone or iPad (iOS)
Mail on MacOS and iOS Mail app
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.