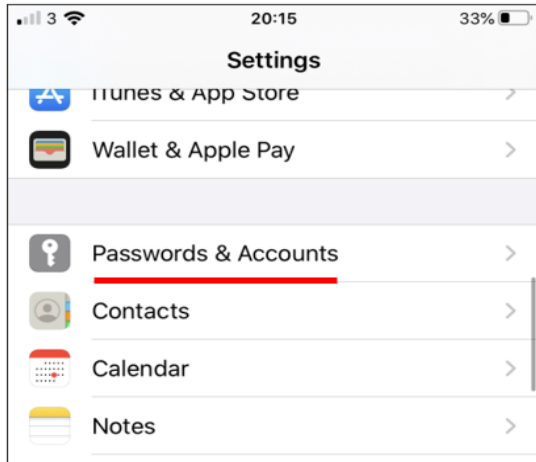# Gosod cyfrif Outlook ar gyfer yr ap iOS Mail mewnol
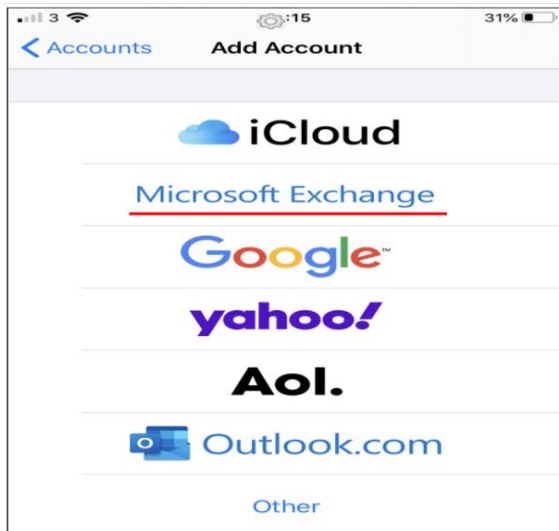
1. Ar eich iPhone neu iPad ewch i **Settings** > sgroliwch i lawr a phwyswch **Passwords & Accounts**.

2. Pwyswch **Add Account**.

3. Dewiswch **Microsoft Exchange**.

4. Teipiwch eich cyfeiriad e-bost y Brifysgol a rhowch ddisgrifiad o'ch cyfrif. Pwyswch **Next**.

Cancel	Exchange	Next

Email ⬛⬛⬛@swansea.ac.uk

Description Exchange

5. Pwyswch **Sign In**.

Sign in to your "swansea.ac.uk" Exchange account using Microsoft?
Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

6. Pwyswch **Work or school account**

Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account
Created by your IT department
⬛⬛⬛@swansea.ac.uk

Personal account
Created by you
⬛⬛⬛@swansea.ac.uk

7. Teipiwch gyfrinair eich cyfrif e-bost y Brifysgol. Pwyswch **Sign in** neu **Next**.

Swansea University Prifysgol Abertawe

⬛⬛⬛@swansea.ac.uk

Enter password

●●●●●●●●●●●●

Forgot my password

Use an app instead

Sign in

8. Byddwch chi'n derbyn neges ar gyfer dilysu aml-ffactor, gallwch ddilysu eich manylion adnabod e.e. trwy deipio côd untro a dderbynnir trwy neges destun neu drwy ddilysu cais trwy'r ap Microsoft Authenticator.

![Swansea University logo]
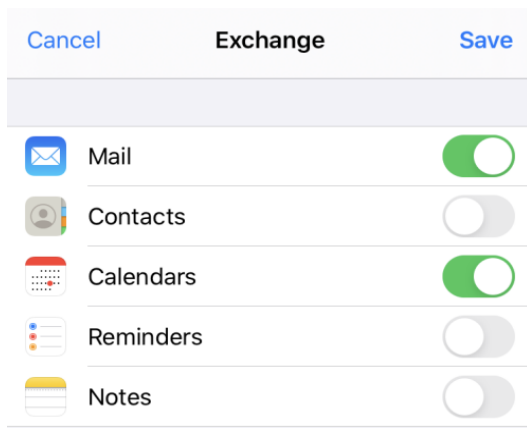
@swansea.ac.uk

Approve sign in request

🔒 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

☐ Don't ask again for 30 days

Having trouble? Sign in another way

More information

9. Dewiswch y gwasanaethau yr hoffech chi gydamseru eich dyfais iOS gyda nhw a phwyswch **Save**.

Cancel	Exchange	Save
✉️ Mail		🟢
👤 Contacts		⚪
📅 Calendars		🟢
📋 Reminders		⚪
📝 Notes		⚪

10. Rydych chi bellach yn barod i ddefnyddio ap iOS Mail.