



Apple Mail

Configuring for Office 365

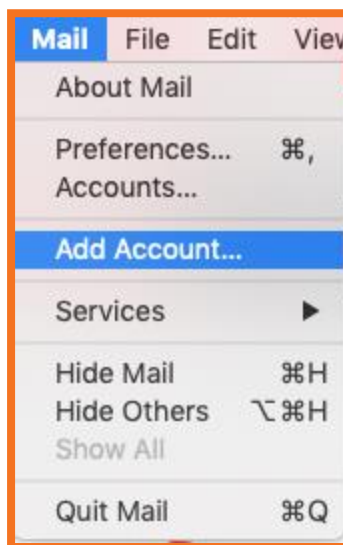
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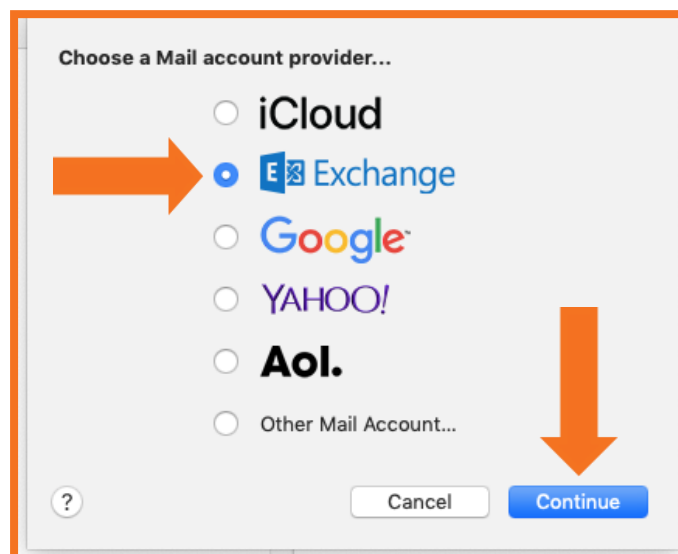
Configuring Apple Mail for Office 365

Add an Account

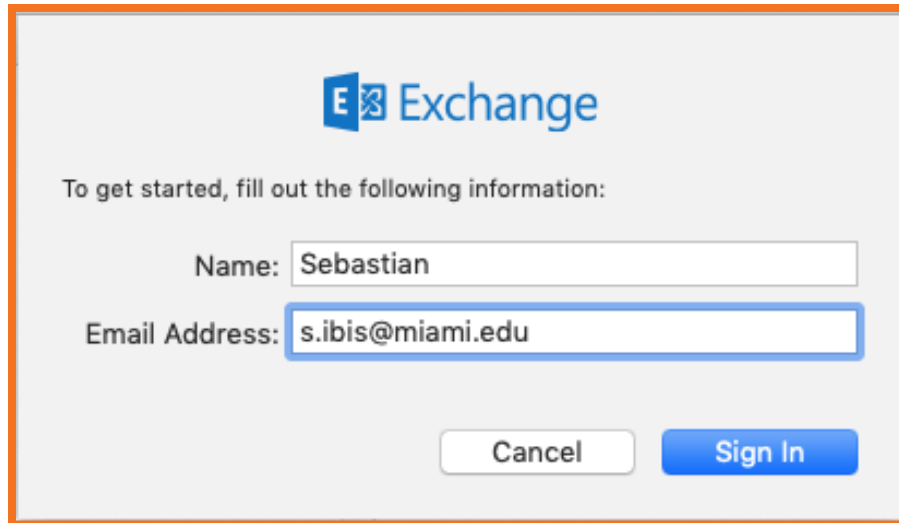
1. Open Apple Mail.
2. If the Add Account does not automatically appear, click **Mail > Add Account**. If it does, skip to step 3.



3. Select **Exchange** and click **Continue**.

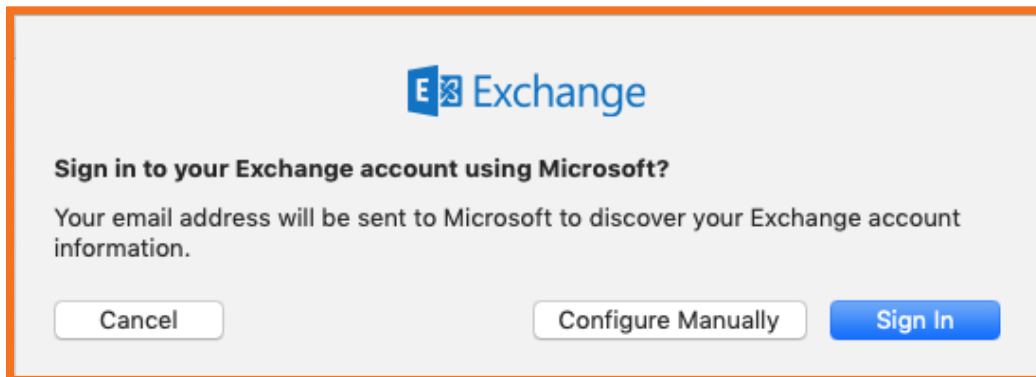


4. Enter the requested information and then click **Sign In**
5. Name: Your Name
6. Email Address: Your Email Address



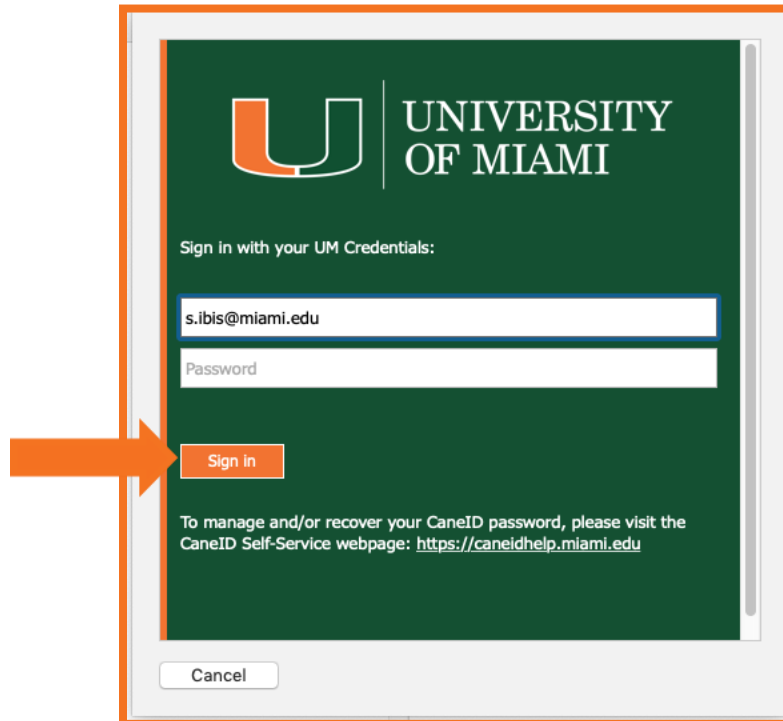
The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. Below the title, it says "To get started, fill out the following information:". There are two input fields: "Name:" with the text "Sebastian" and "Email Address:" with the text "s.ibis@miami.edu". At the bottom, there are two buttons: "Cancel" and "Sign In".

7. On the "Sign in to your Exchange account using Microsoft" screen, click **Sign In**.

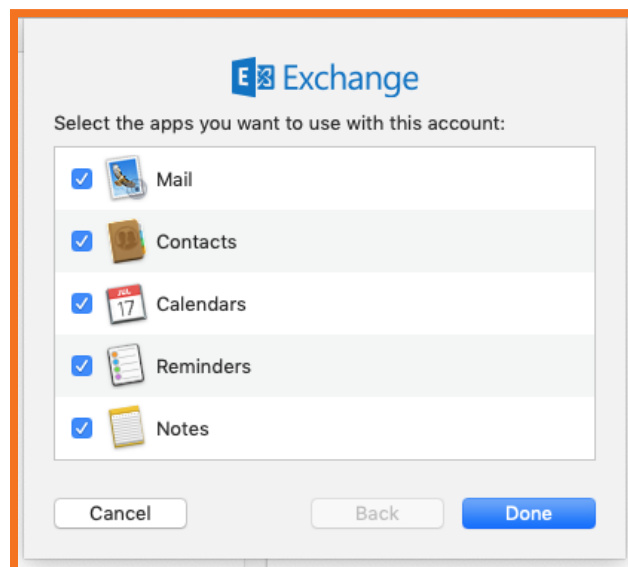


The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. Below the title, it says "Sign in to your Exchange account using Microsoft?". Underneath, it reads "Your email address will be sent to Microsoft to discover your Exchange account information." At the bottom, there are three buttons: "Cancel", "Configure Manually", and "Sign In".

8. The single-sign on screen will appear. Provide your email address and password or your caneID and password. Click **Sign in**.

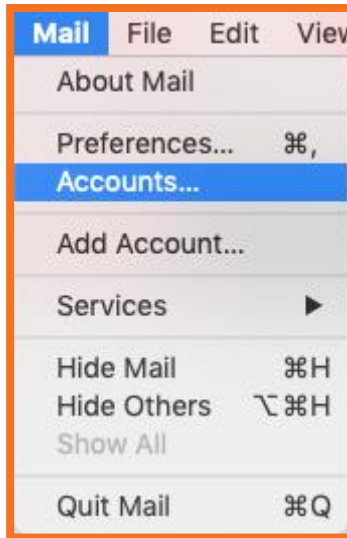


9. Uncheck the box next to any application you do not want to use this account with. Click **Done**.
10. The mailbox will begin downloading and populating.

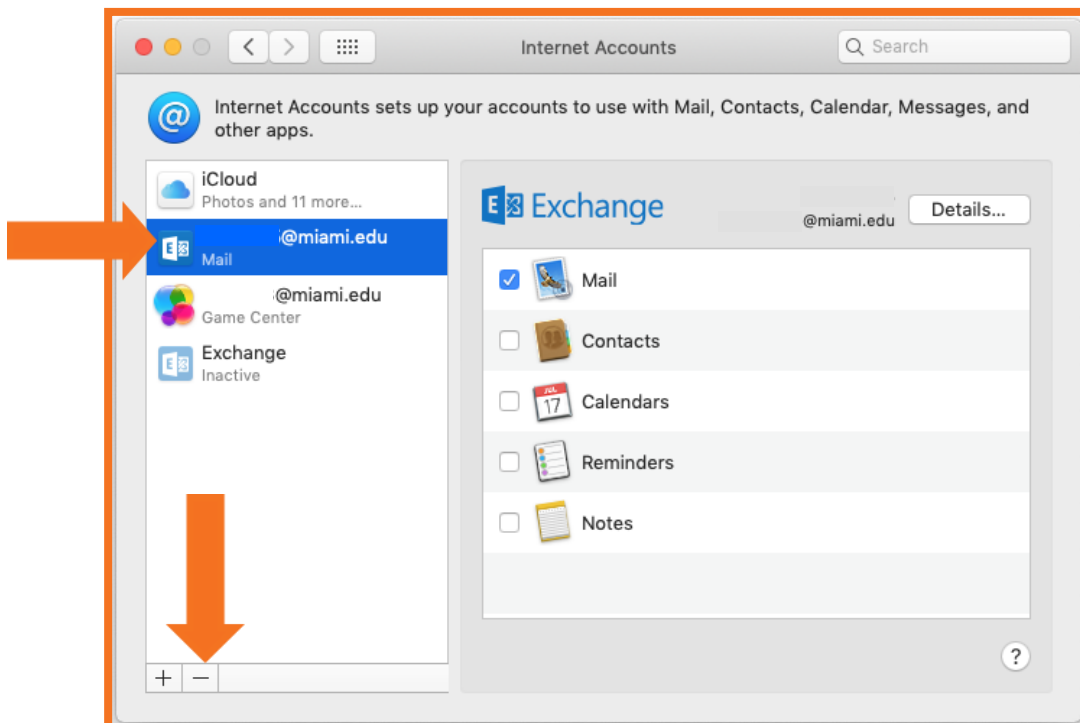


Remove an Account

1. Open Apple Mail.
2. Select **Mail > Accounts...**



3. The Internet Accounts window will open. Select the appropriate account
4. Click – at the bottom of the window.



5. If prompted to either **Remove From All** or **Turn Off Account**, select the appropriate option.
 - a. Select **Remove From All** to remove the account from all machines that use this account.
 - b. Select **Turn Off Account** to disable the account on this computer only.

