Apple Mail

Configuring for Office 365
Table of Contents

Configuring Apple Mail for Office 365.................................................................3
  Add an Account................................................................................................................3
  Remove an Account..........................................................................................................6
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

7. On the “Sign in to your Exchange account using Microsoft” screen, click **Sign In**.
8. The single-sign on screen will appear. Provide your email address and password or your canelID 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.