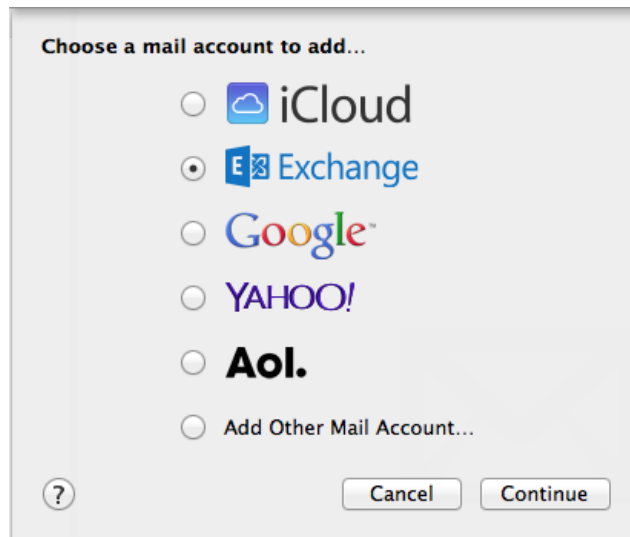
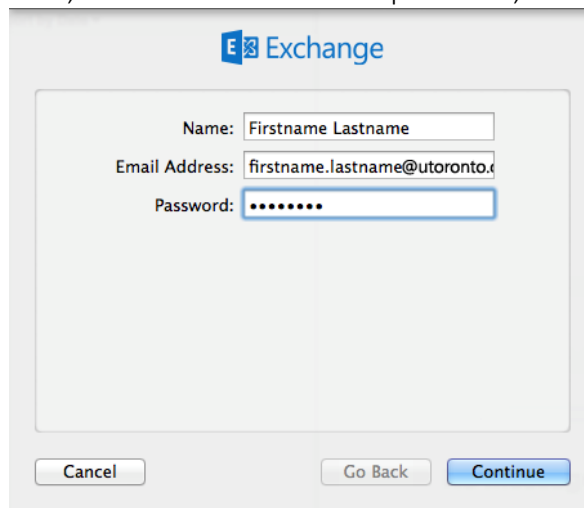


SETUP O365 ON APPLE MAIL FOR MAC

1. Launch **Mail** from the dock or the **Applications** folder. If you do not have an existing email account setup on Apple Mail, you will be presented with a Welcome screen. If there is an existing email account setup already, click on **Mail**, then **Preferences**. In the window that appears, click on **Accounts**, then on the + icon located in the bottom left corner.
2. Choose **Exchange**, then click **Continue**.



3. Enter in your account information, as shown below. Under password, use your UTORid password.



4. Mail should automatically configure the email server settings for you, which may take a few minutes. You may also be asked to sync your contacts and calendar entries on your device (checkmark if yes). Click **Done** when finished. Your mail may take a while to completely synchronize.