

Add Office 365 Account to Mac Mail

Purpose & Overview:

This document will outline the process of adding an Office 365 Account to Mac Mail.

Support Info:

1. Click on Mail.



2. *If this is the first account you are adding to Mac Mail, skip to step 5*. Otherwise, click on the Mail tab.





3. Select "Accounts". (If this is the first account you are adding to Mac Mail, skip to step 5.)





4. Click on the plus icon. (*If this is the first account you are adding to Mac Mail, skip to step 5.*)

| Exchange Mail | E 🛛 Exchange | Test Account scotti | Details |
|------------------|----------------|------------------------|---------|
| | 🛛 風 Mail | | |
| | Contacts | | |
| | [17] Calendars | | |
| | C Reminders | | |
| | 🗆 🗾 Notes | | |



5. Select "Exchange" and click on "Continue" or simply click on "Exchange" if there isn't a "Continue" button.





6. Enter your name, **yournetid@medsch.ucr.edu**, and password, then click on "Sign in".

| | | E S Exchange |
|----------|-----------------|------------------------------|
| To get s | tarted, fill ou | t the following information: |
| / | Name: | Your Name |
| Email | Address: | yournetid@medsch.ucr.edu |
| | Password: | |
| Car | ncel | Back Sign In |

iPad 🗢 🖽 2:30 PM * 62% 🔳 C Û Cancel login.microsoftonline.com 0 Microsoft 卤 Enter password Password Back Sign in Forgot my password Sign in with another account 5 0 0 ~ V | V

7. If prompted, enter your password again and press "Sign in".

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8. Select the appropriate items you would like to sync and then click "Done". (Note: Most users would likely choose to sync Mail, Contacts, and Calendars.)

| Selec | t the apps you want to use with this acco | ount: |
|-------|---|-------|
| | 🔊 Mail | |
| | Contacts | |
| | Calendars | |
| | Reminders | |
| | Notes | |

9. Your account has now been configured.