

Knowledge Base

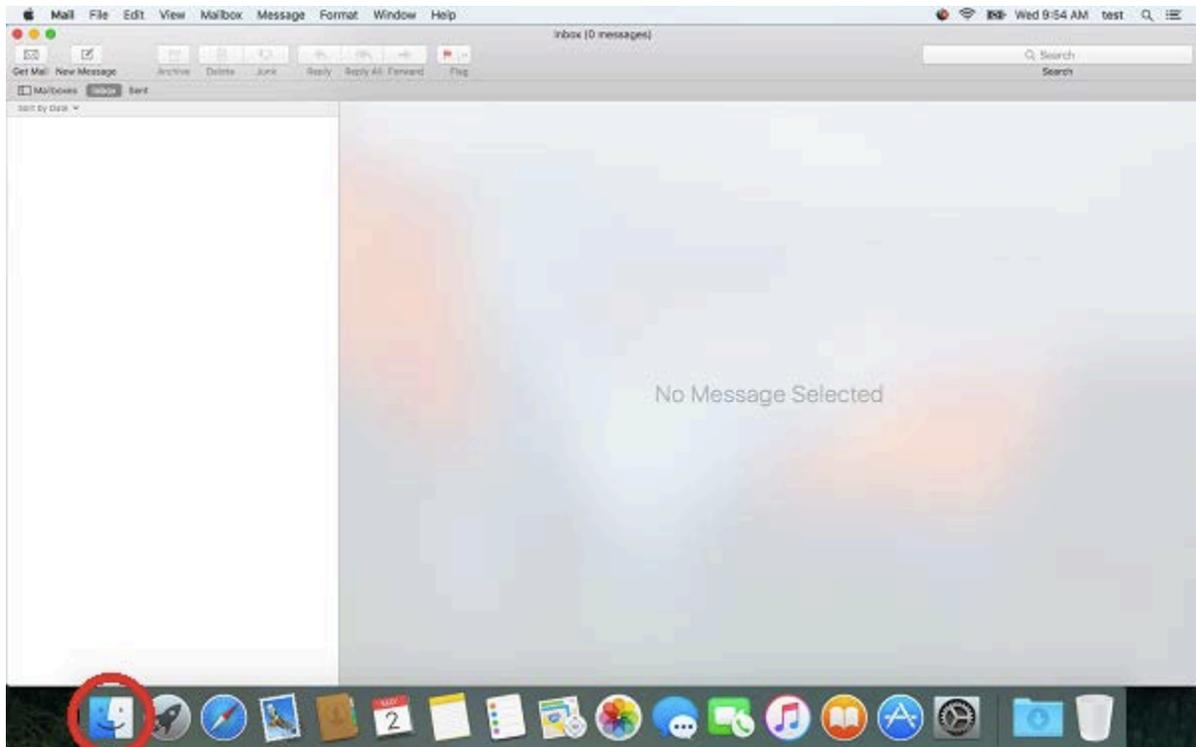
Add Office 365 Account to Mac Mail

Purpose & Overview:

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

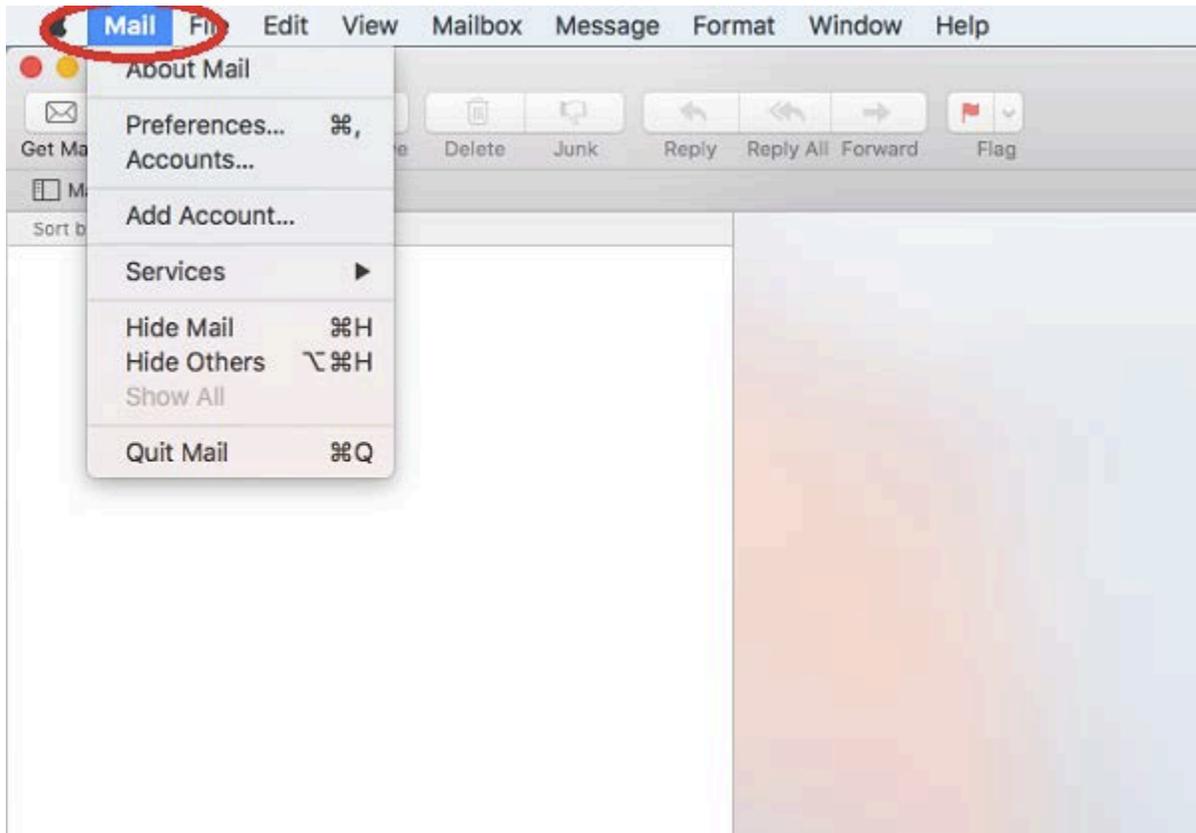
Support Info:

1. Click on Mail.



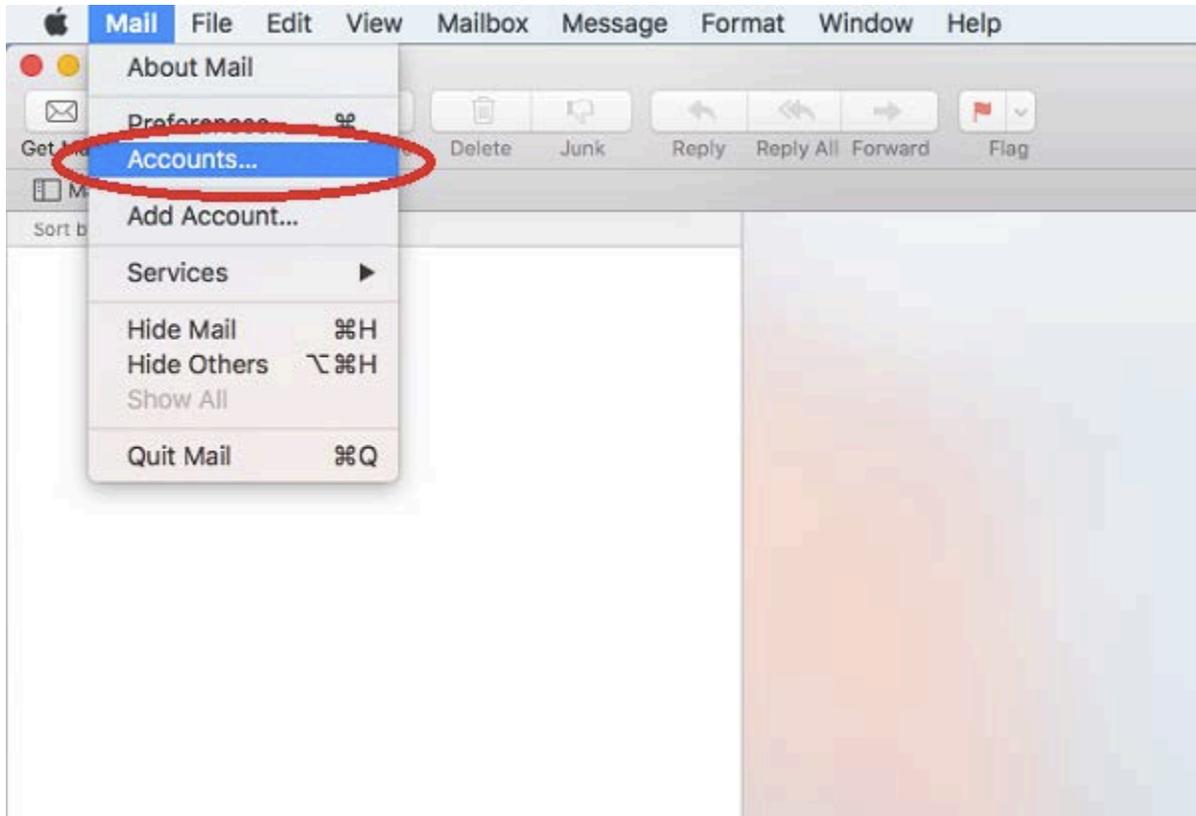
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2. *If this is the first account you are adding to Mac Mail, skip to step 5.* Otherwise, click on the Mail tab.



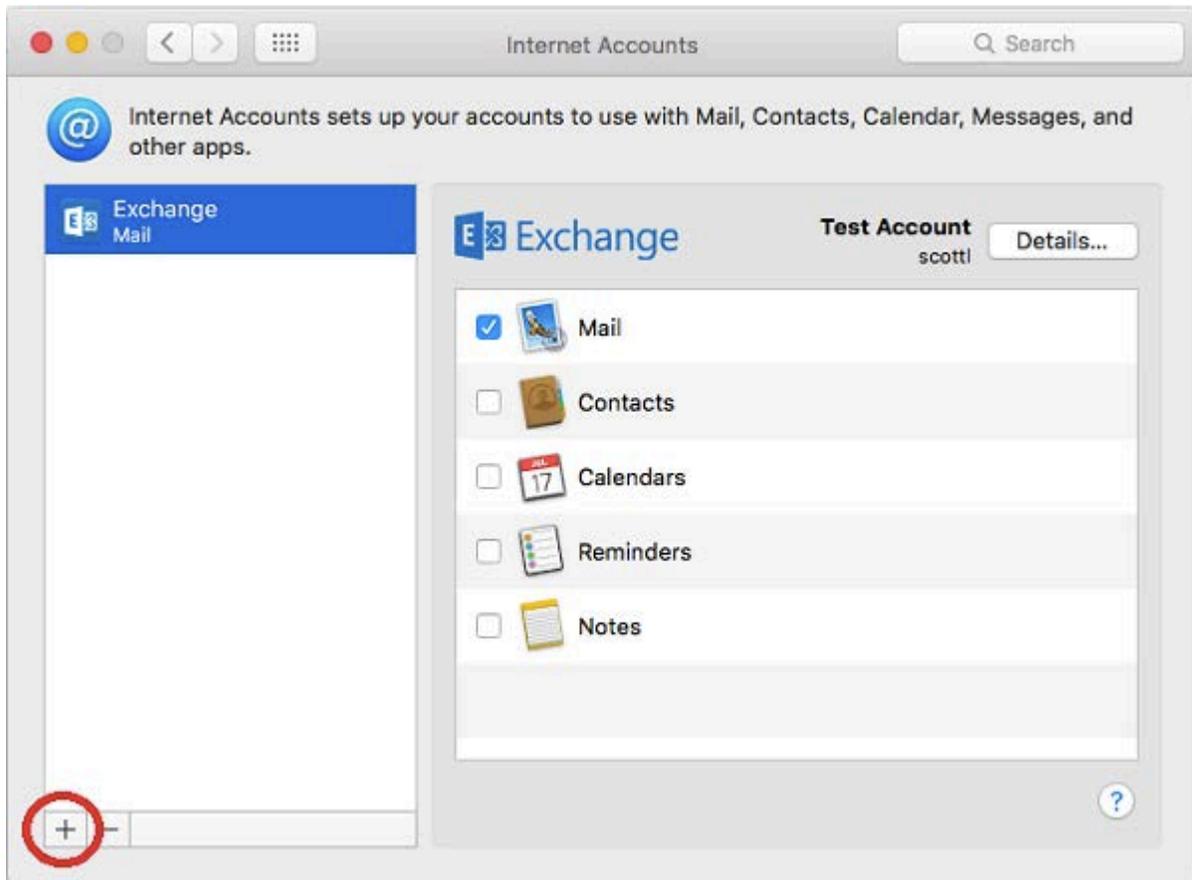
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3. Select "Accounts". *(If this is the first account you are adding to Mac Mail, skip to step 5.)*



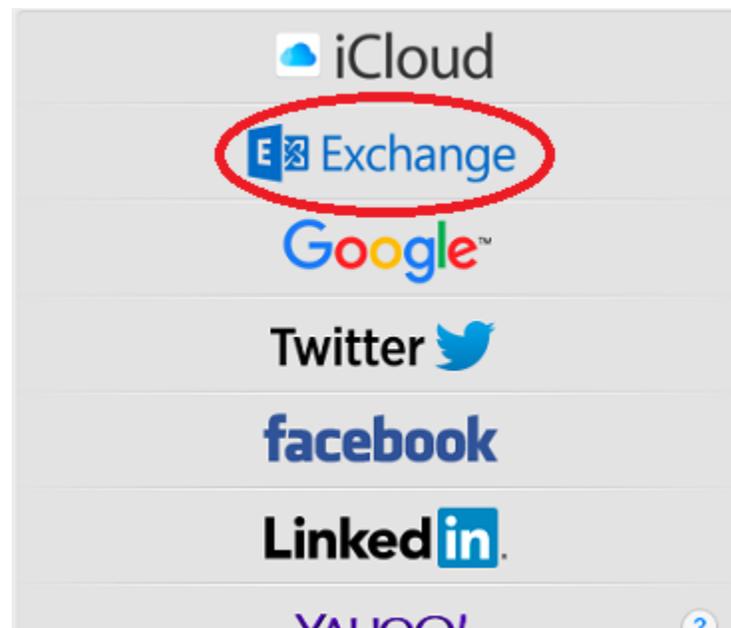
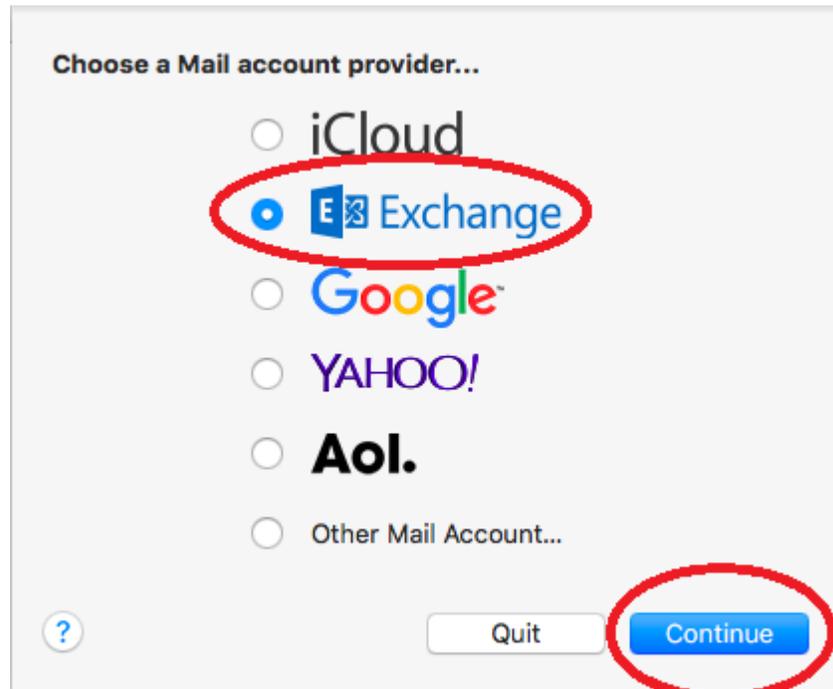
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4. Click on the plus icon. *(If this is the first account you are adding to Mac Mail, skip to step 5.)*



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5. Select “Exchange” and click on “Continue” or simply click on “Exchange” if there isn’t a “Continue” button.



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

Exchange

To get started, fill out the following information:

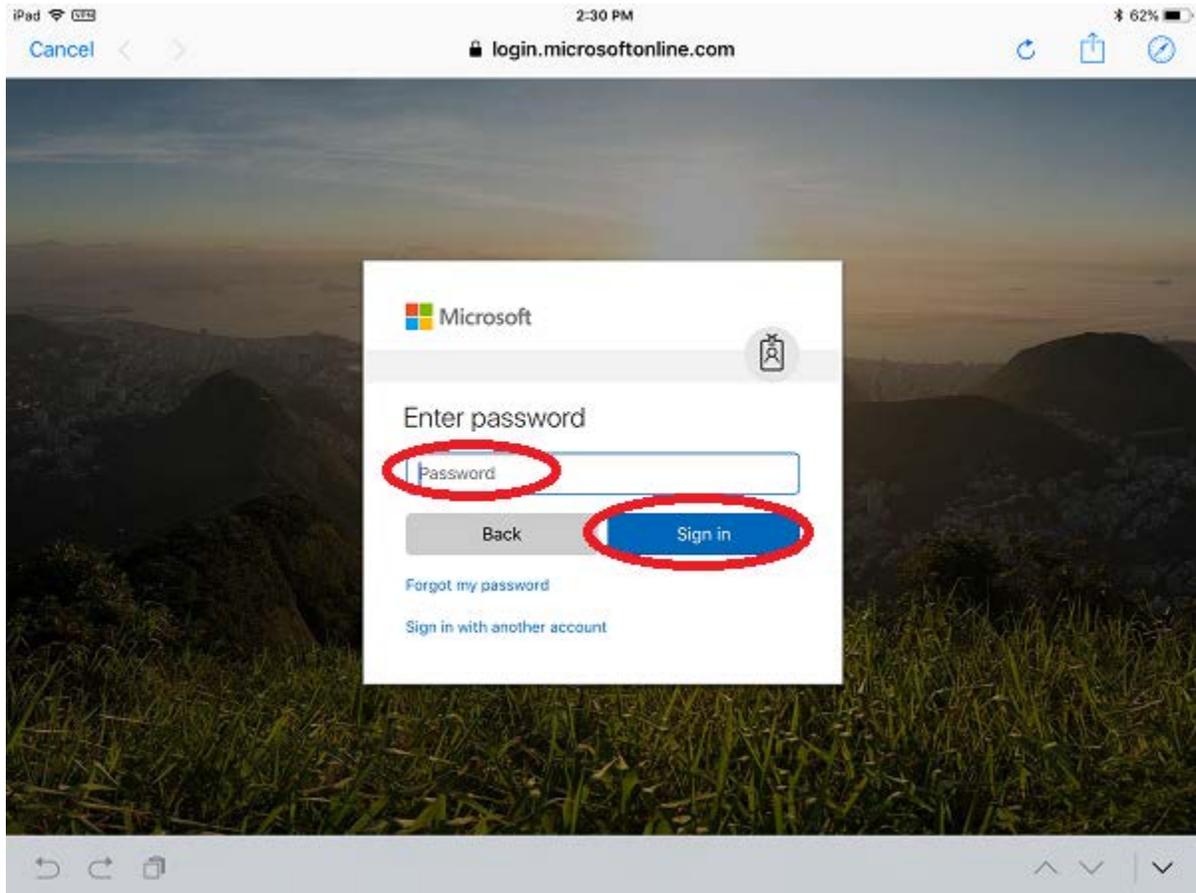
Name:

Email Address:

Password:

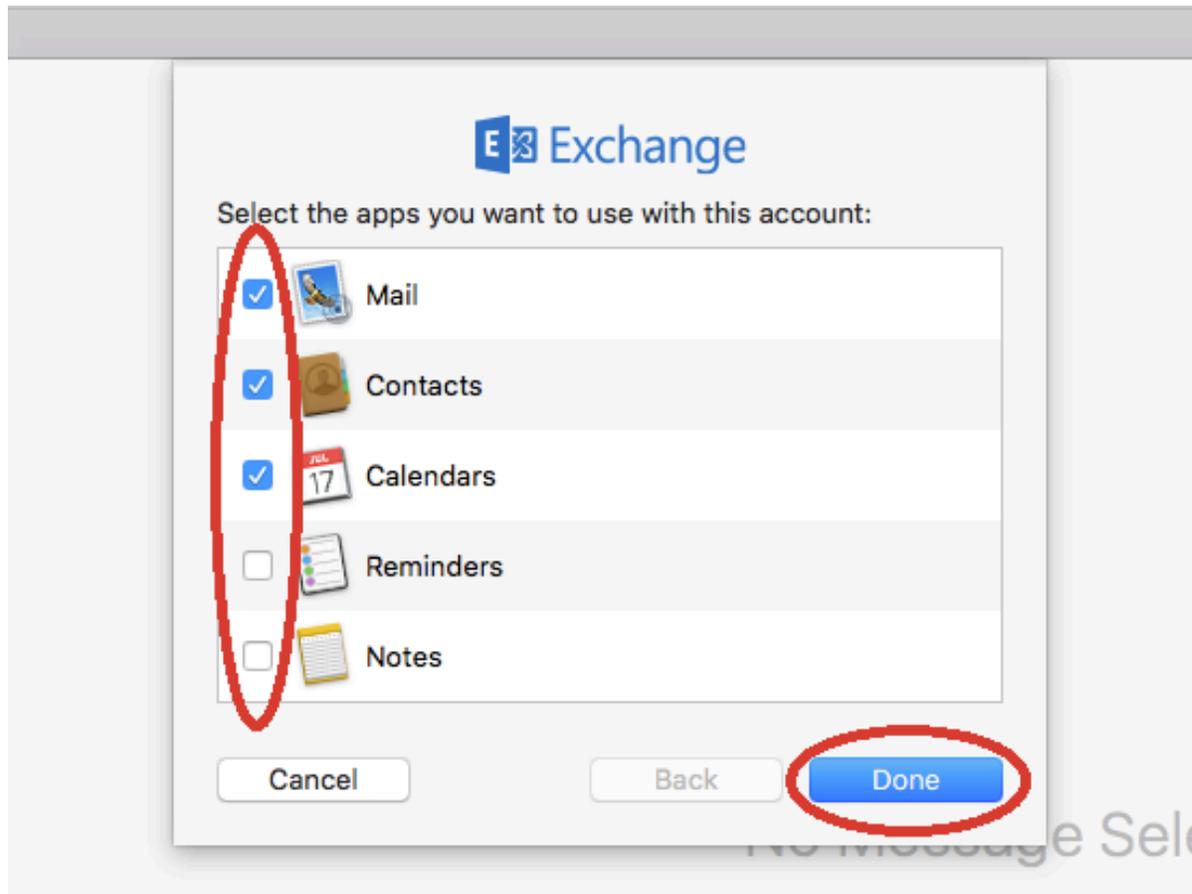
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7. If prompted, enter your password again and press "Sign in".



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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.)



9. Your account has now been configured.