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.
Knowledge Base

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.)*
Knowledge Base

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

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”.
Knowledge Base

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

[Image of a Microsoft login page with a password field and a Sign in button highlighted]
Knowledge Base

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.