



Dashboard

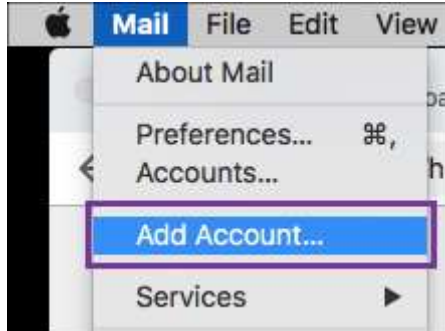
Add-Ons

Admin ▼

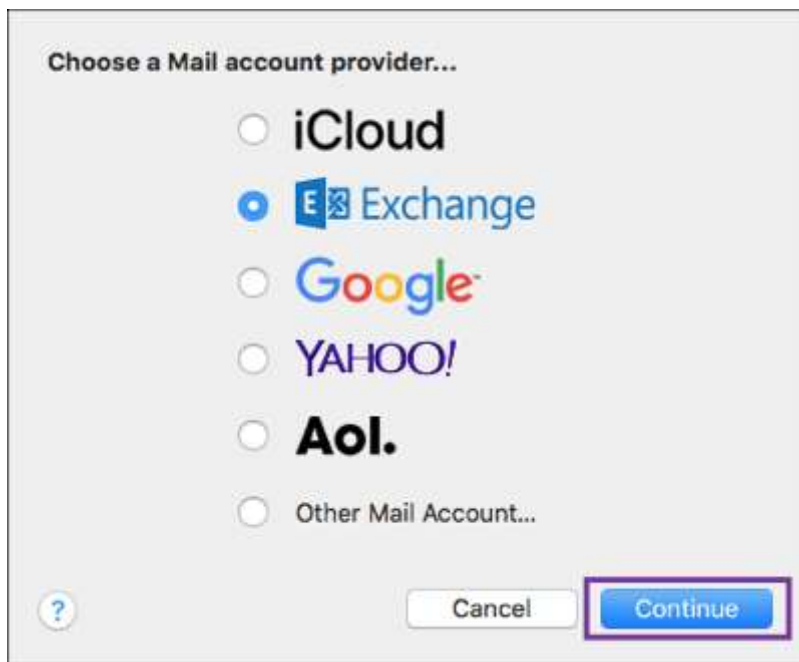
Apple Mail setup instructions



1. Open Apple Mail and click Mail.
2. Click Add Account.



3. Select Exchange and click Continue.



Choose a Mail account provider...

iCloud

Exchange

Google

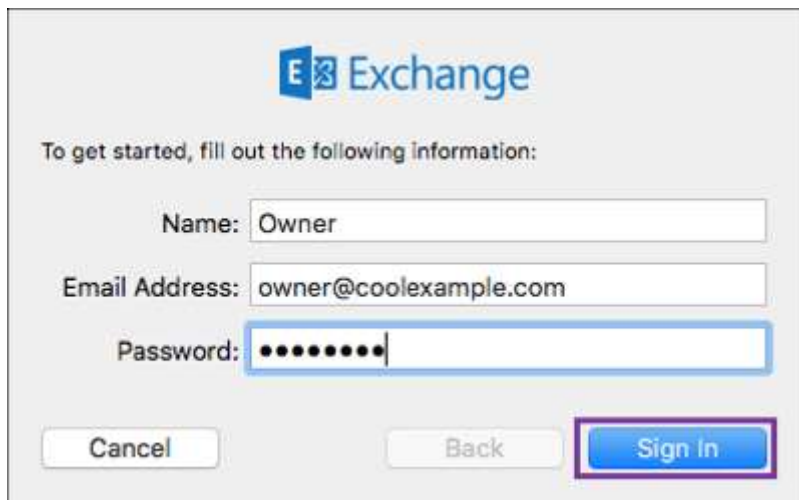
YAHOO!

Aol.

Other Mail Account...

4. Enter your name, Office 365 email address and password.

5. Click Sign In.



Exchange

To get started, fill out the following information:

Name:

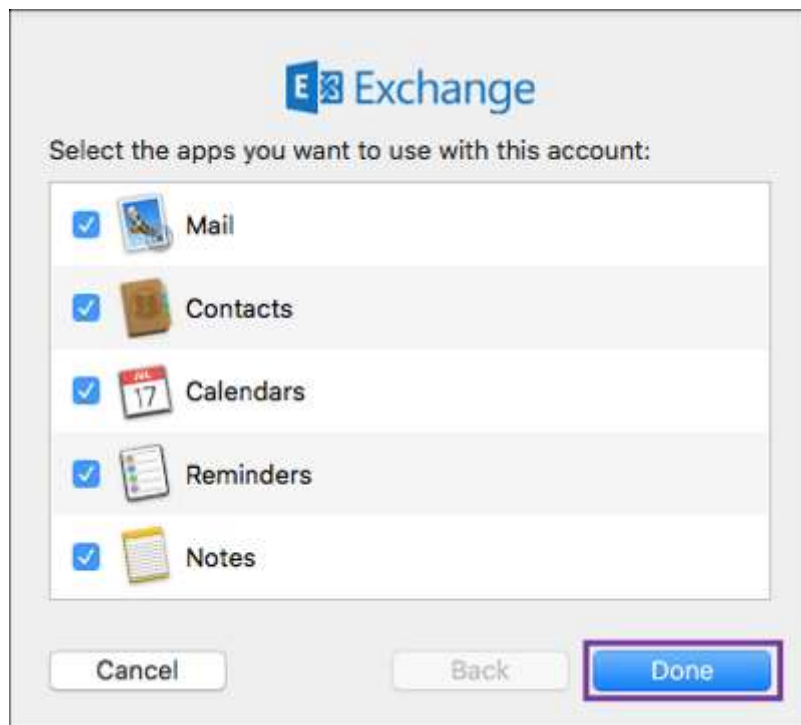
Email Address:

Password:

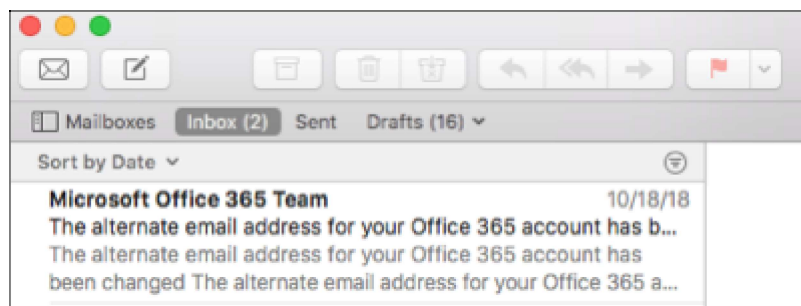
Note: If Microsoft cannot find your account, you will be asked to enter your details manually:

- **Username** = your Office 365 email address
- **Password** = your Office 365 email password
- **Server** = outlook.office365.com
- **Domain** = leave blank

6. Click **Done** (you can come back and edit these settings at any point).



7. Your account will display and emails will start to load, this can take a few minutes. Test your Apple Mail by sending yourself an email from your [Office 365 web portal](#) and responding to it from Apple Mail.



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