Office 365 Mac Mail Setup (if you are already using the Exchange Option)

1. Open Mac System Preferences
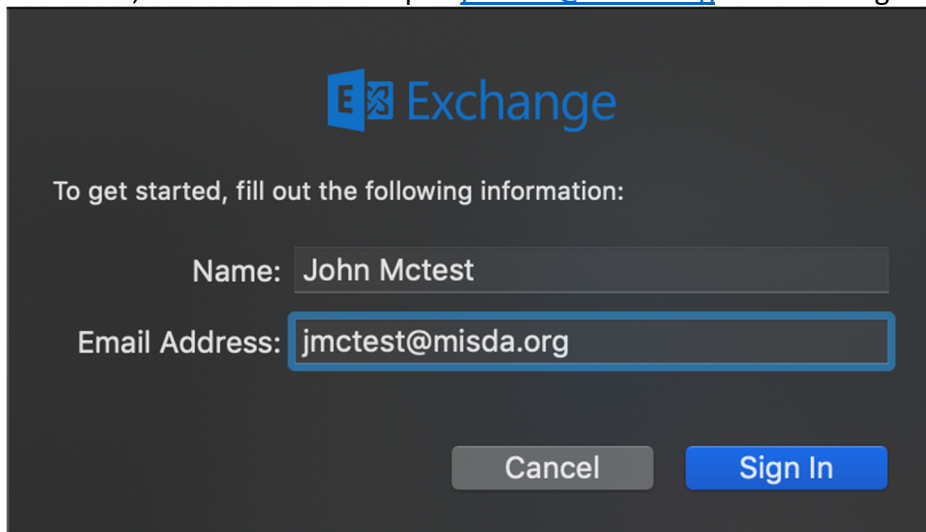
    a.

2. Click "Internet Accounts"

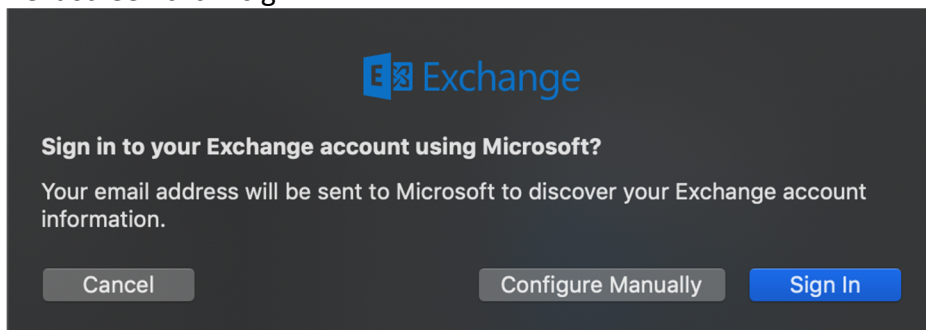3. Next click on "Exchange"

    a.

4. Enter your Name, Email address Example: jmctest@misda.org and click "sign in"

    a.

5. On the next screen click "sign in"

    a.

6. Enter your password and click "sign in"

7. If it asks you to verify the sign in on your cellphone or to type a verification code from your office phone please go ahead and do that.

8. If it pops up with an error when it is trying to connect to the server you may have to enter the Internal and External URLs.

    a. Internal: outlook.office365.com

    b. External: outlook.office365.com

    c. Click "sign in"

9. Select what Exchange features you want to use.
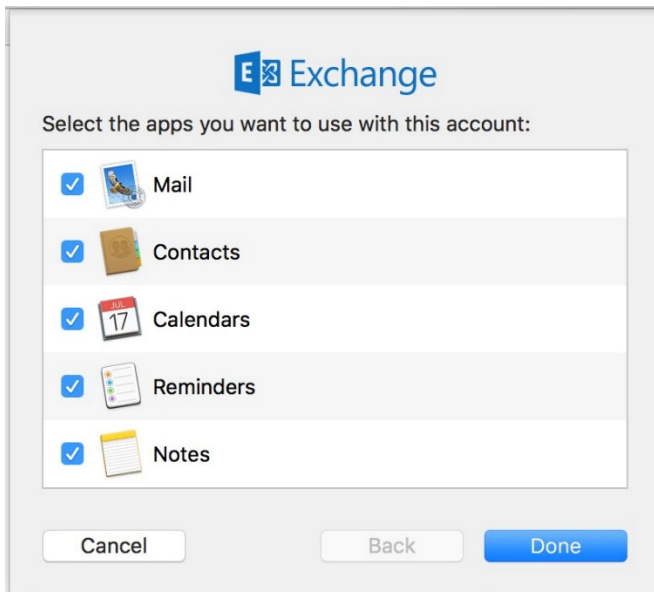
a.

10. Click "Done". Your Mac Mail is now setup