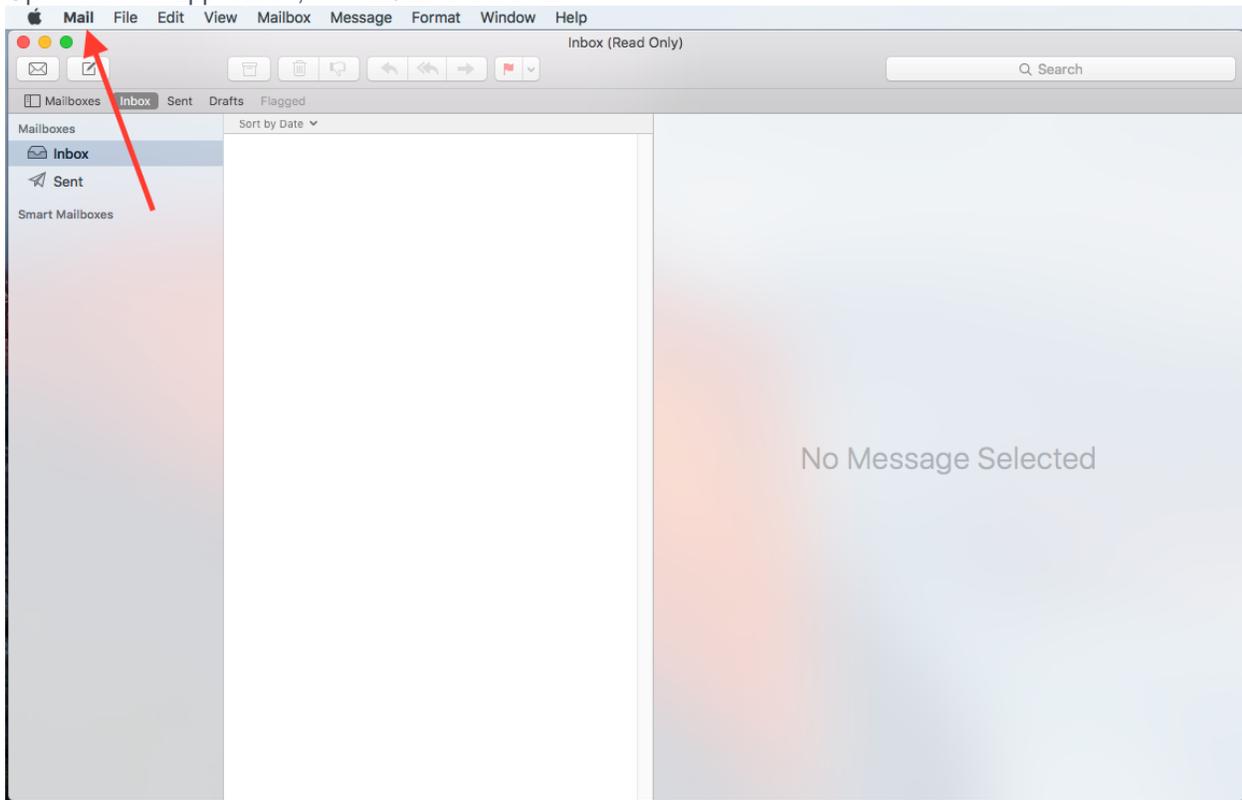


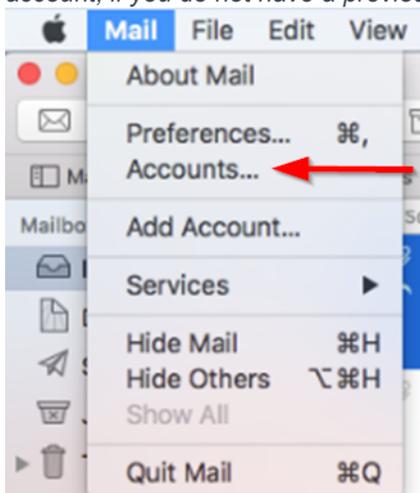
How Do I Set up Office 365 on Apple Mail?

1. Open the Mail application, click **Mail** in the menu.

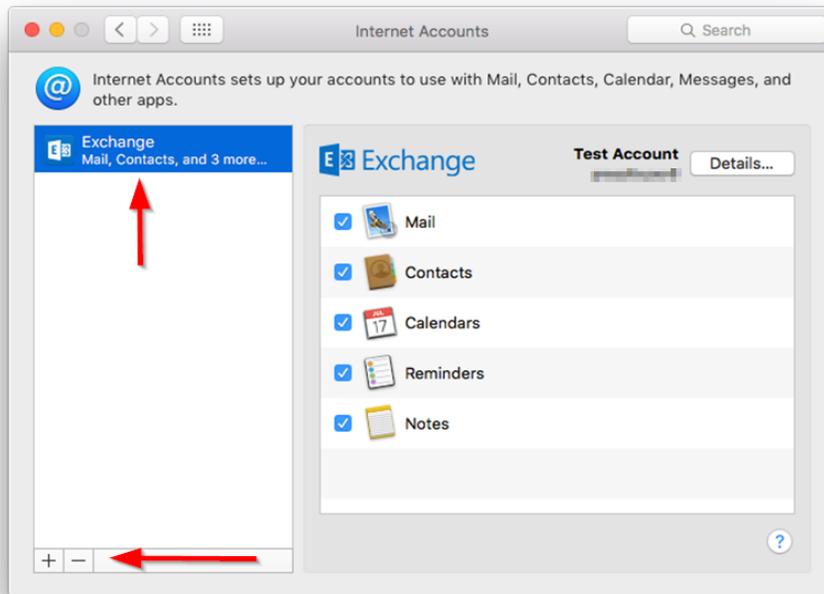


2. Click **Accounts**.

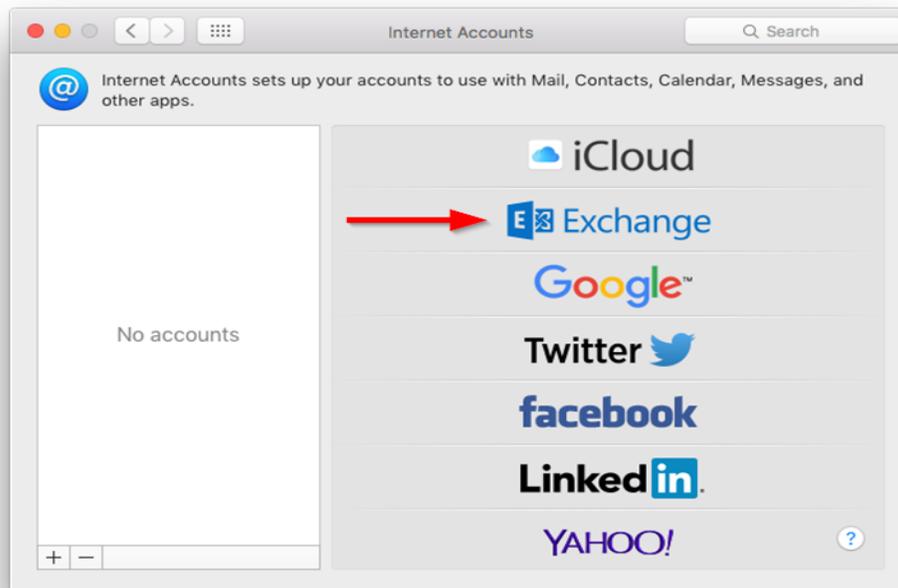
Note: If you previously had the Apple mail client configured for a local Exchange account, you must first remove the old account, if you do not have a previous Exchange account, skip to Step 4.



3. Select **Exchange** and click the minus button. Click **OK** to confirm the removal of the local Exchange account.

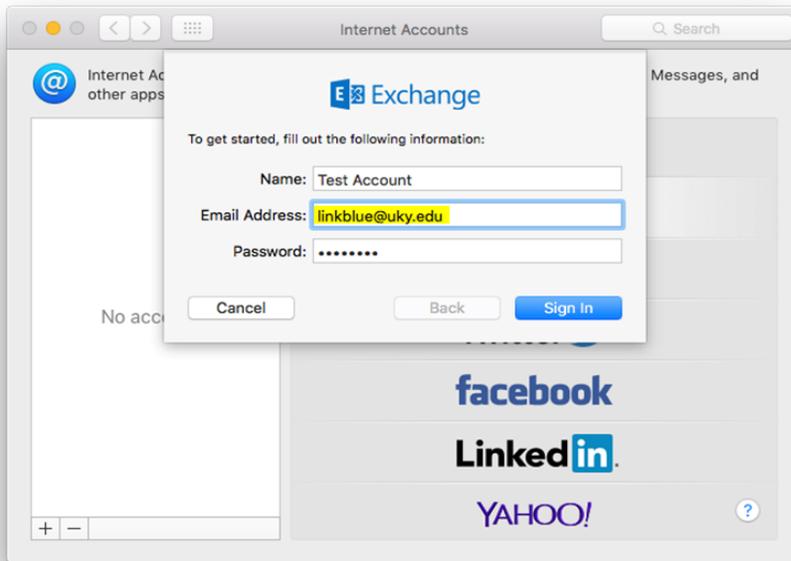


4. Click **Exchange** on the right side of the box to add your Office 365 account.



5. Enter your sign in information when prompted and click **Sign in**.
 -Name: a descriptive name, such as UK Email
 -Email Address: your linkblue username@uky.edu

-Password: your linkblue password



6. Choose the apps you want to sync with this account and click **Done**.

