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.



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

	Internet Accounts	Q Search
Internet Accounts sets up other apps.	your accounts to use with Mail, C	Contacts, Calendar, Messages, and
Exchange Mail, Contacts, and 3 more	E B Exchange	Test Account Details
1	🗹 🕵 Mail	
1	Contacts	
	Calendars	
	Reminders	
	Votes	
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4. Click Exchangeon the right side of the box to add your Office 365 account.

Internet Accounts sets up other apps.	your accounts to use with Mail, Contacts,	Calendar, Messages, and
No accounts	 iClou 	ud
	> 💵 Exchange	
	Google	
	Twitter 😏	
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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

other apps		E 🛛 Exchange	Messages, and
	To get started, fill o	ut the following information:	
	Name:	Test Account	
No acc	Email Address:	linkblue@uky.edu	
	Password:		
	Cancel	Back Sign In	
		facebook	
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6. Choose the apps you want to sync with this account and click **Done**.

Internet Ac	G ar to a	Messages, and
other apps	E 🛛 Exchange	
	Select the apps you want to use with this account:	
	🗹 🕵 Mail	
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