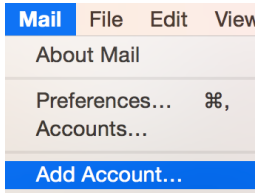
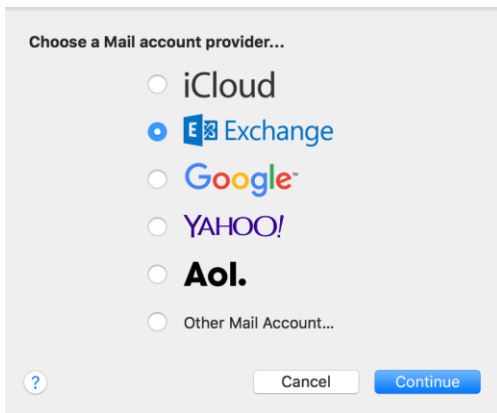


Here's how to set up your email using the Apple Mail app, on your Mac desktop.

1. Open Apple Mail.
2. If you have already set up an email account, click the **Mail** menu, and select **Add Account...**

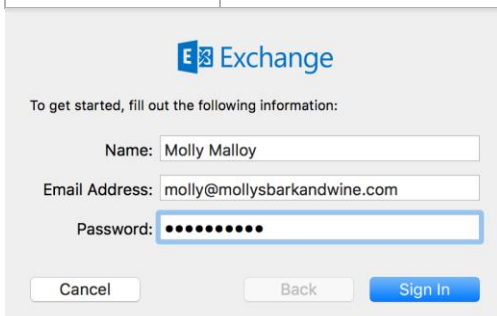


3. Select **Exchange**.



4. Click **Continue**
5. Complete the following details:

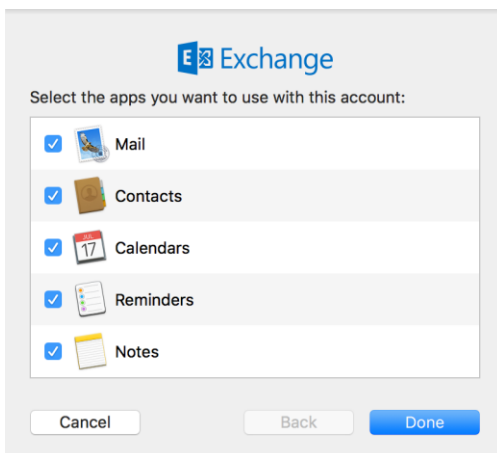
Field	What to do...
Name	Enter your name.
Email address	Enter your email address.
Password	Enter the password you set for that email address.



6. Click **Sign In**.
7. If you receive the warning "*Internet Accounts couldn't log in to the Exchange server...*", enter the following extra details:

Field	What to do...
<b>Description</b>	Enter a description for the account.
<b>User Name</b>	Enter your full Office 365 email address.
<b>Password</b>	Enter the password you set for your account.
<b>Server Address</b>	Type <b>outlook.office365.com</b>

8. Click **Continue**.
9. Select the applications you want to sync with your Office 365 email address.



10. Click **Done**.