Connect Apple Mail to Office 365

David Cruickshank and Documentation Team, July 2013 (Reviewed August 2014).

These instructions have been written for OS X 10.6+. If your OS is an older version, some of the screenshots and steps may be different. If you need help, please contact the Service Desk: servicedesk@abdn.ac.uk

1. Remove old Account Settings

   **Note:** If you have *not* previously connected your mac to University email, you can skip this step and go straight to step 2.

   - Launch **Apple Mail** from the dock
   - Go to **Mail > Preferences**
   - In the **Accounts** dialog, highlight your **Exchange** account from the list on the left
   - Click on the minus symbol (-)

2. Set up a new account

   Launch Apple Mail and go to **Mail > Preferences**

   Within the Accounts dialog:

   - Click on the plus symbol (+)
   - Enter your account information:
     - **Full Name:** your full name
     - **Email Address:** your email address in the format `j.bloggs@abdn.ac.uk`
     - **Password:** your university password
   - Click **Continue**
   - If you see a **Verify Certificate** warning prompt, click **Connect**
   - Mail will fail to connect
   - Change your User name to the format `userid@abdn.ac.uk` where `userid` is your university `userid`, e.g. `s02jb1`
   - Click **Continue**
   - Click **Create** to complete the process
   - The **Server** fields are populated automatically.
   - You should now have access to your University Office 365 mail account.