

# Staff email – Connect Apple Mail to Office 365

These instructions have been written for OS X 10.15.x. If your OS is an older version, some of the steps may be different. If you need help, please contact the Service Desk.

## 1. Remove old Account Settings



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

1. Click the **Apple menu**.
2. Click **System Preferences...**
3. Click **Internet Accounts**.
4. In the **Internet Accounts** dialog, highlight your **Exchange** account from the list on the left.
5. Click on the **minus symbol (-)** and click **OK** to confirm the message .

## 2. Set up a new account

1. Launch the **Apple Mail app**.
2. Choose a Mail account provider
  - If this is the first time you have configured an email account in the app, the **Choose a Mail account provider** screen will appear
  - if you have already set up another email account in the Mail app, click the **Mail** menu then click **Add Account...**
3. Click **Exchange**
4. Click **Continue**.
5. Enter your Exchange account information:
  - **Name:** type your full name eg **Joe Bloggs**
  - **Email address:** type your email address in the format `username@abdn.ac.uk` eg **s99jb7@abdn.ac.uk**
  - **Password:** type your University password
  - Click **Sign In**
6. When prompted to sign into your University mail account using Microsoft, click **Sign In**.
7. Type your password and click **Sign-in**.
8. The **Permissions requested** screen appears. Click **Accept**.

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9. Your **Account Summary** will appear, click **Continue**.

10. Tick the apps you want to use with Apple Mail, eg **Mail, Calendar, Contacts**.

11. Click **Done**. Apple Mail will start to download your University Office 365 email messages.

**Note:** this may take a few minutes.

## Further information and help

Use MyIT to log calls with the IT Service Desk: <https://myit.abdn.ac.uk>