These instructions have been written for OS X 10.12.x. 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.

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 **Apple Mail**.
   2. Choose a mail account provider: click **Exchange**
   3. Click **Continue**.
   4. 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 **s02jb1@abdn.ac.uk**
      - **Password:** type your University password
   5. Click **Sign In**.
   6. If you see a **Verify Certificate** warning prompt, click **Connect**.
   7. Your **Account Summary** will appear, click **Continue**.
   8. Tick the apps you want to use with Apple Mail, eg **Mail, Calendar, Contacts**.
   9. 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](https://myit.abdn.ac.uk)