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