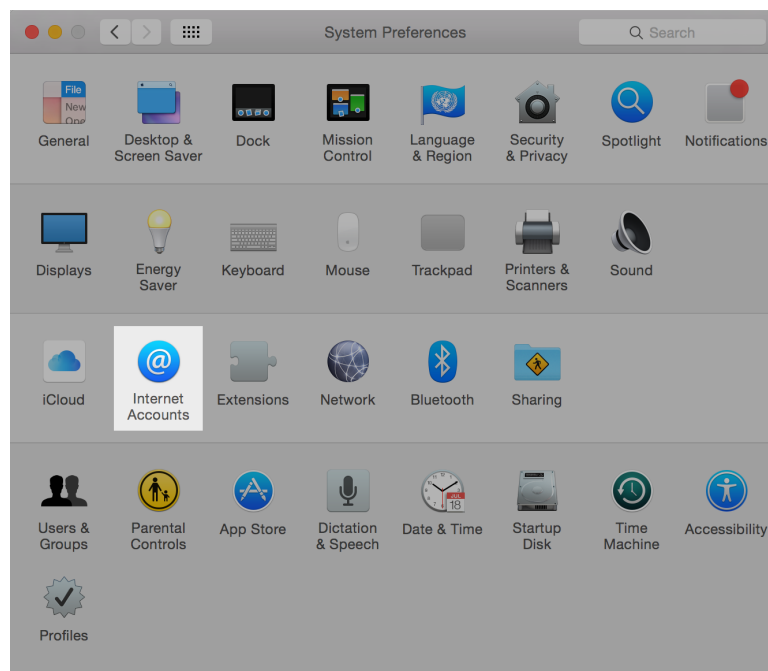


## Apple Mail (OS X) – Setting Up Your Staff Office 365 Account


If you have previously set up your UWE email account on your machine, Apple Mail will not automatically detect that your account has been migrated to Office 365. Therefore, it is necessary to remove the old account from your machine, and then add the account again.

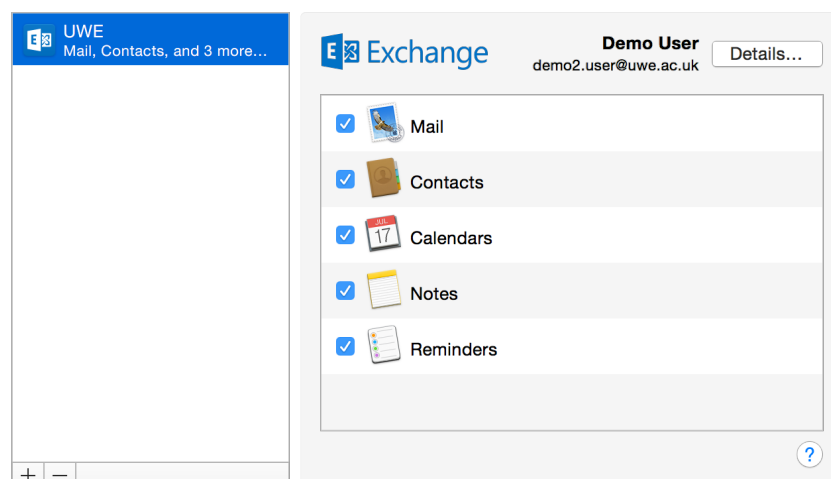
To remove your old email account:

1). From the Apple icon at the top of the screen, go to *System Preferences* and then select *Internet Accounts*.



2). In the list of accounts, you should see an entry for your UWE email account. It is usually called 'Exchange' or 'UWE' by default.

 Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages, and other apps.



Select this account, and click the minus ( – ) button to remove it. Click *OK* to confirm the account removal.

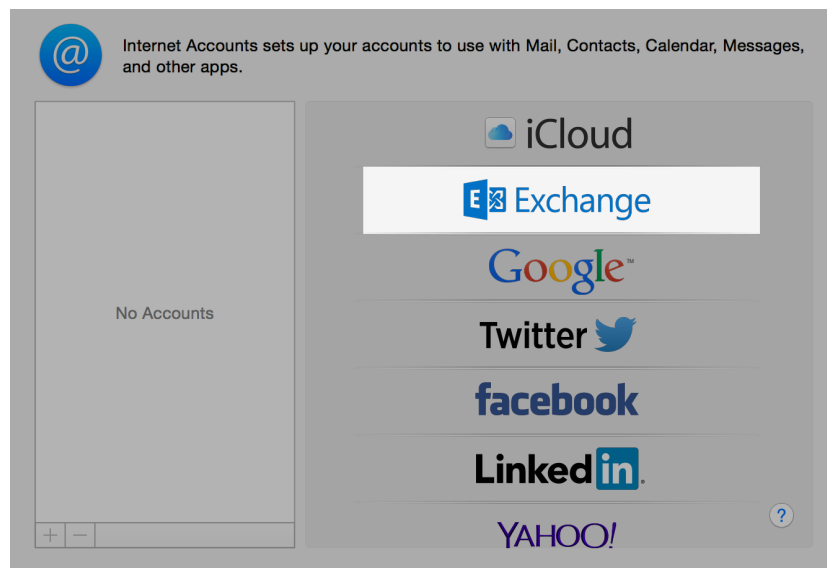


**Are you sure you want to delete the account “demo2.user@uwe.ac.uk”?**

Deleting this account will remove its data from Calendar, Contacts, Mail, Notes, and Reminders.

To add your Office 365 email account:

1). With the *Internet Accounts* window still open, choose *Exchange* from the list of services.



2). Enter your full name, email address and password. Click *Continue*.



Name:

Email Address:

Password:

3). The account will attempt to configure itself automatically. If successful, you will be presented with the window below. Click *Continue*.



**Account Summary**

Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:

Account type: Exchange  
Full name: Demo User  
Email address: demo2.user@uwe.ac.uk  
Server address: outlook.office365.com

If unsuccessful, you will be prompted for the following additional details:

Description: A name for the account (e.g. UWE)  
Username: Your UWE email address (e.g. demo2.user@uwe.ac.uk)  
Password: Your UWE password  
Server Address: outlook.office365.com



**Account Settings**

Account type: Exchange

Description:

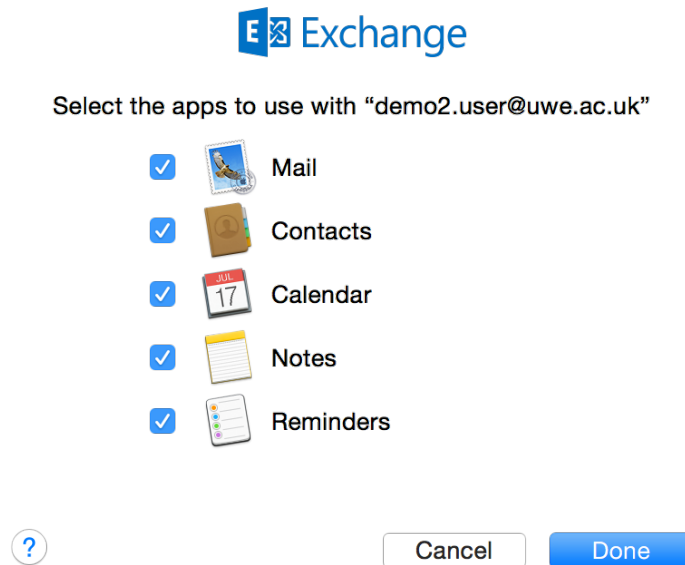
User Name:

Password:

Server Address:

Click *Continue* twice.

4). Finally, select which applications you wish to be synched with your Office 365 account. We suggest that you select them all, and then click *Done*.



Your Office 365 account is now configured. Your email and calendar entries will appear in the *Mail* and *Calendar* applications. Note: it may take a couple of minutes for your emails to be downloaded.