

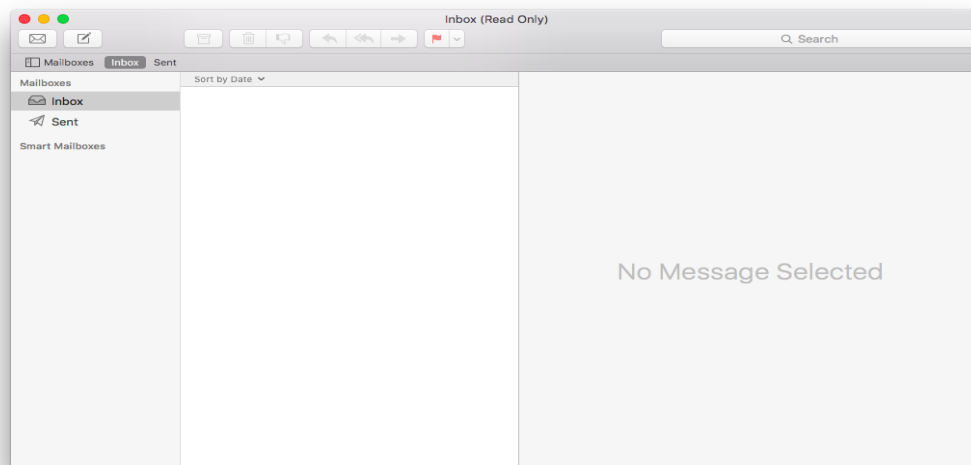
# Configure Office365 e-mail on OSX

## Apple e-mail

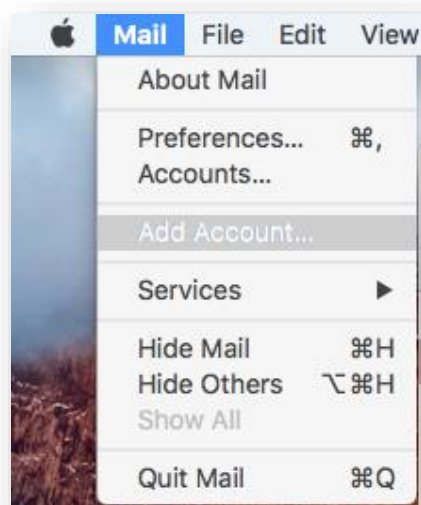
1. Select the **Mail** icon on the dock.



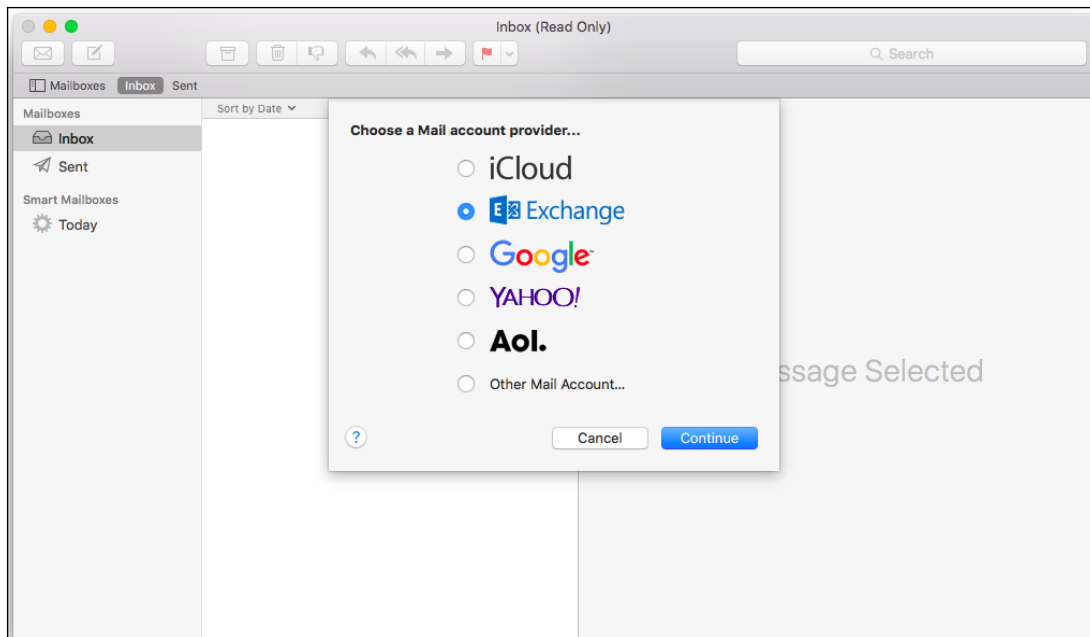
2. Once the **Mail** window opens,



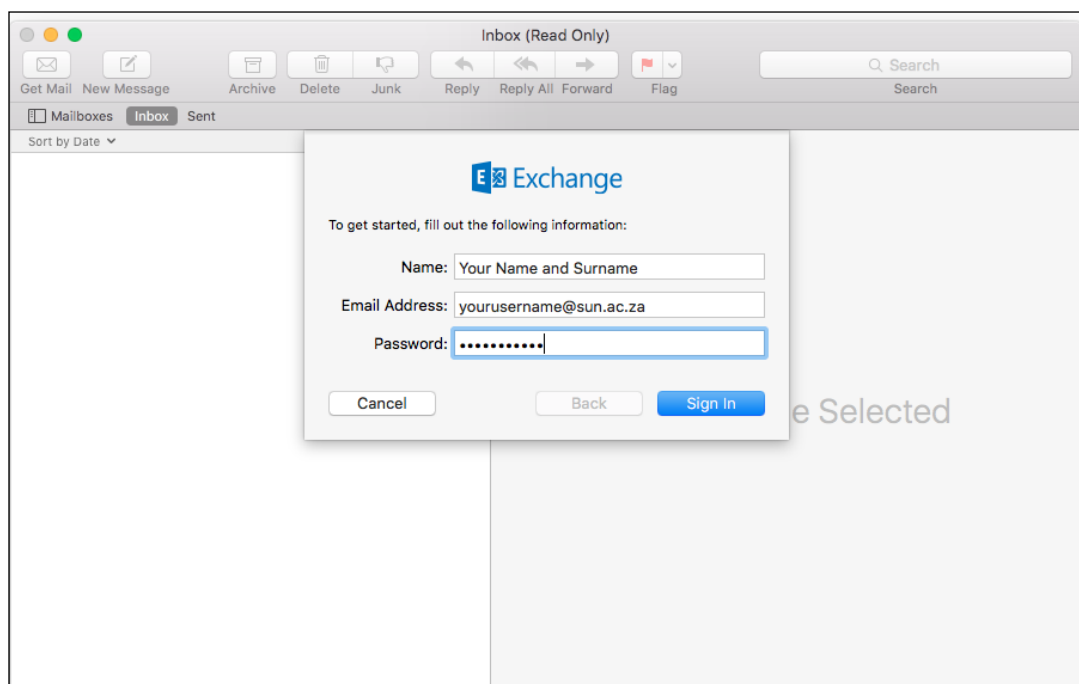
3. Select **Mail** from the top menu and then select **Add Account**



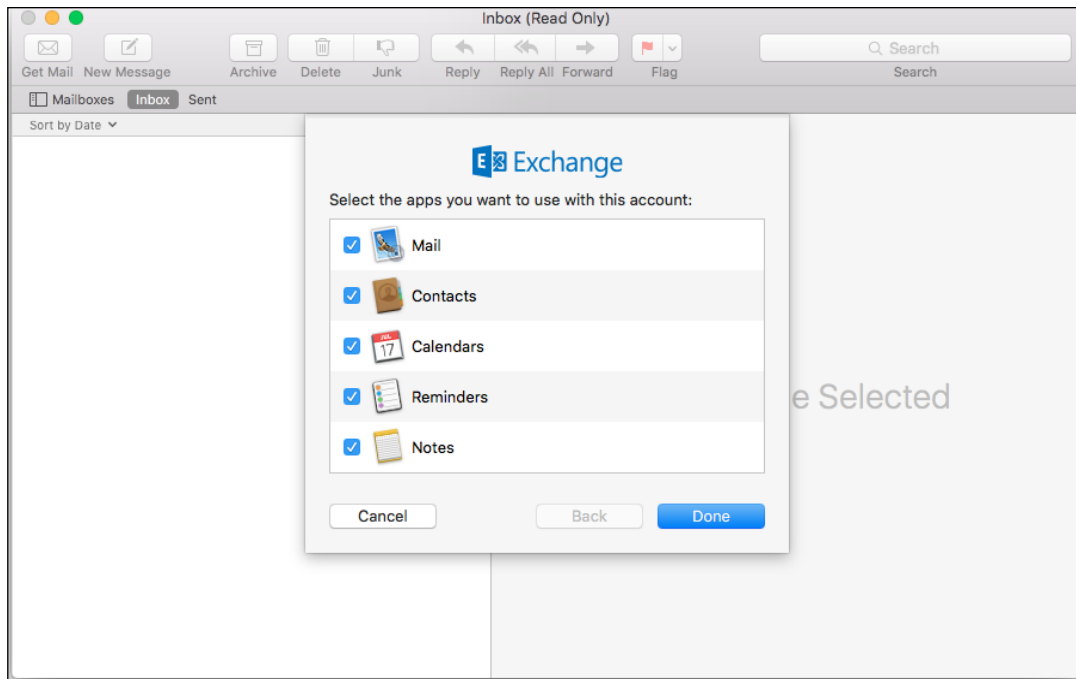
#### 4. Select Exchange.



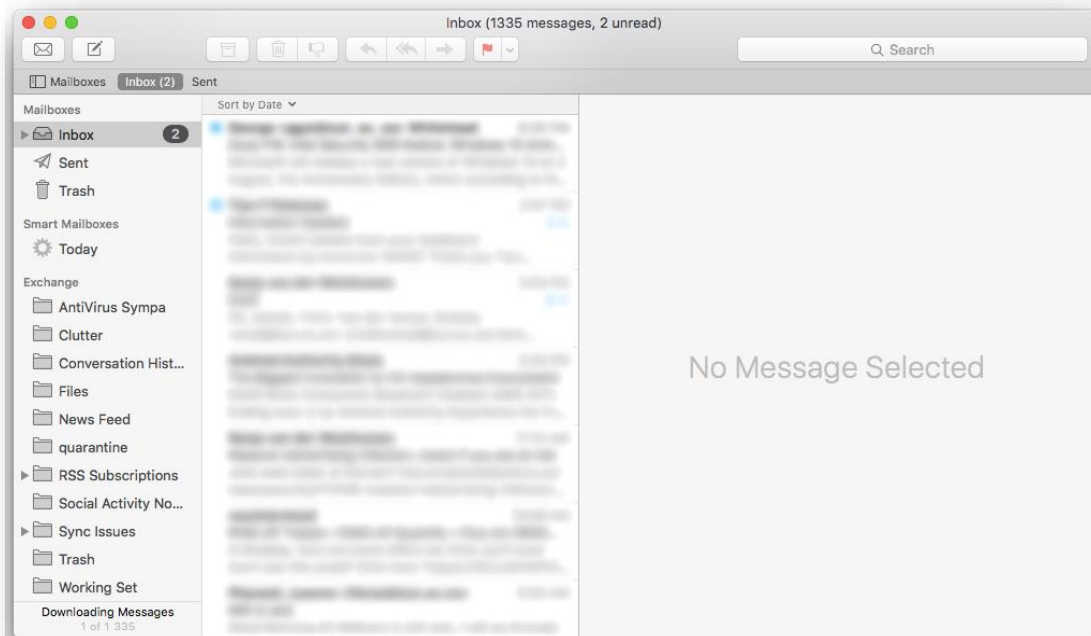
#### 5. Fill in your details as below and select **Sign In**.



6. All the items will be selected by default, you can de-select them if you wish, click **Done**.



7. Your e-mail will now start downloading.

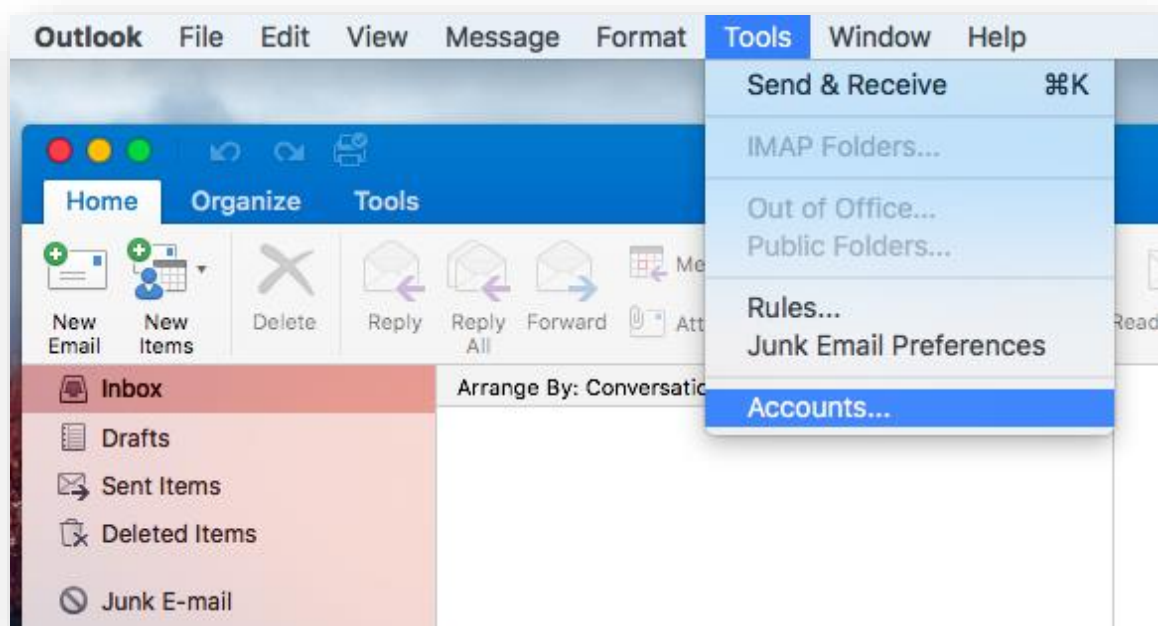


# Outlook 2016 for MAC

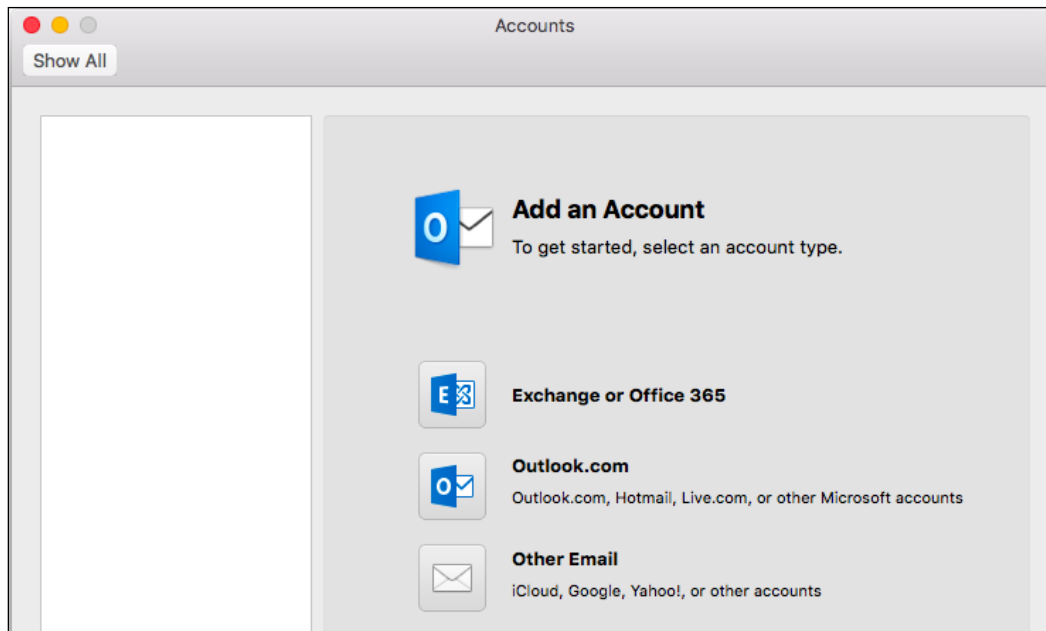
1. Select the **Microsoft Outlook** icon on the dock.



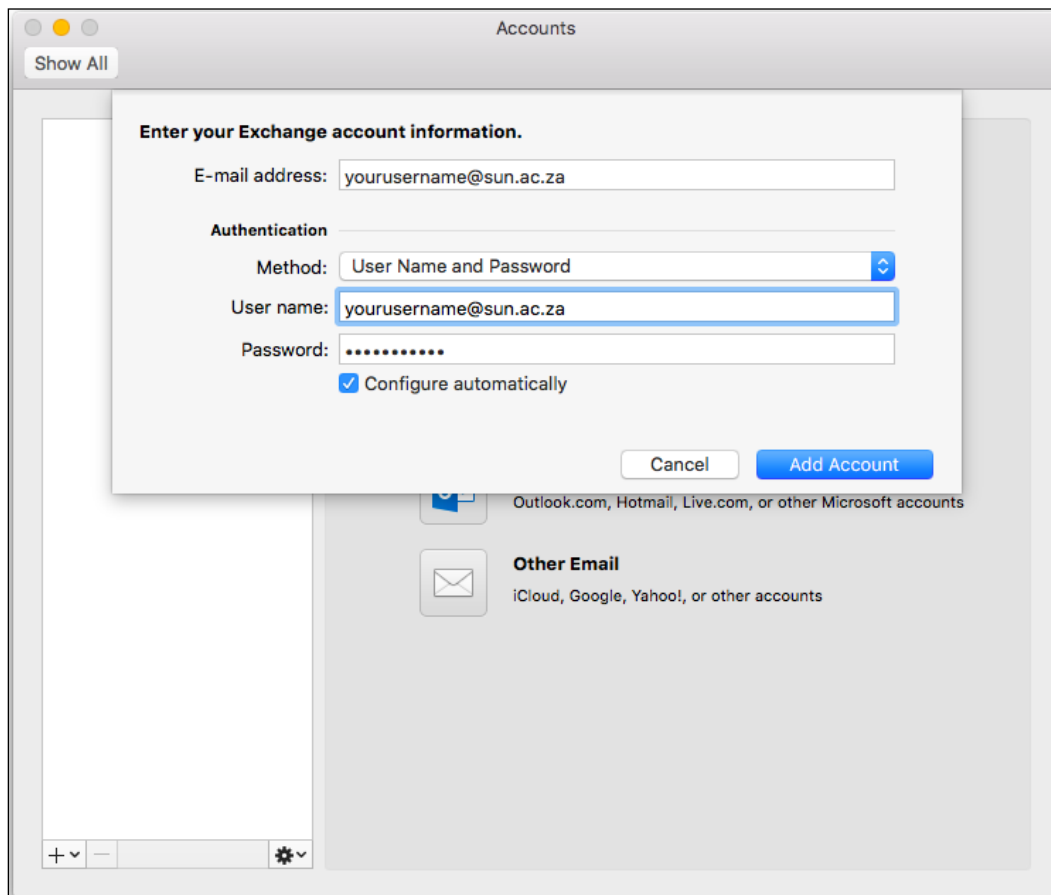
2. Once the Outlook window is open, select **Tools** from the top bar and then **Accounts**.



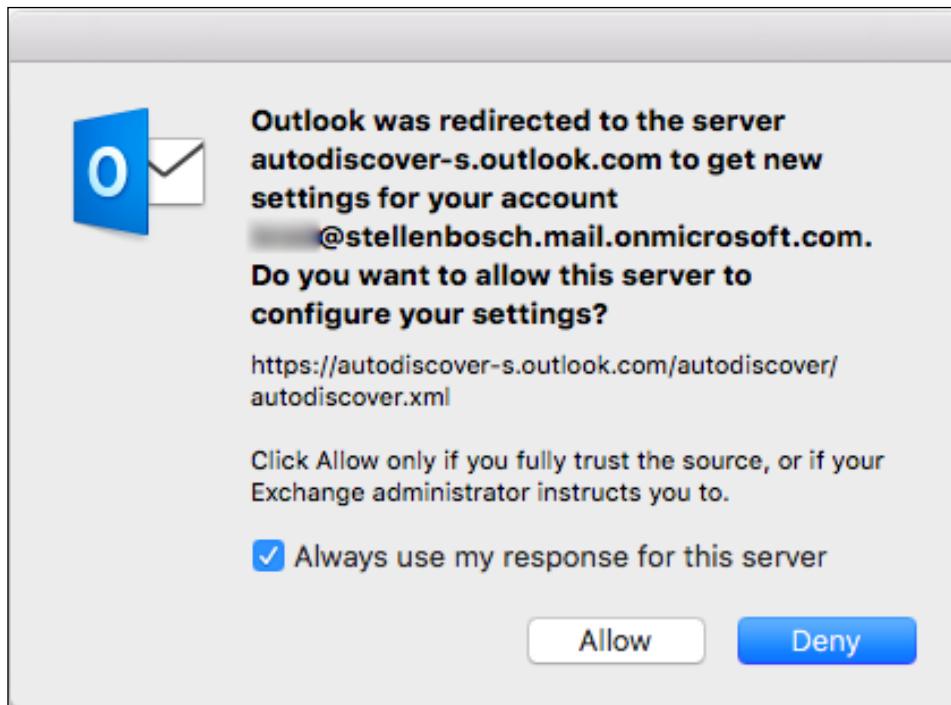
3. Select **Exchange** or **Office365**.



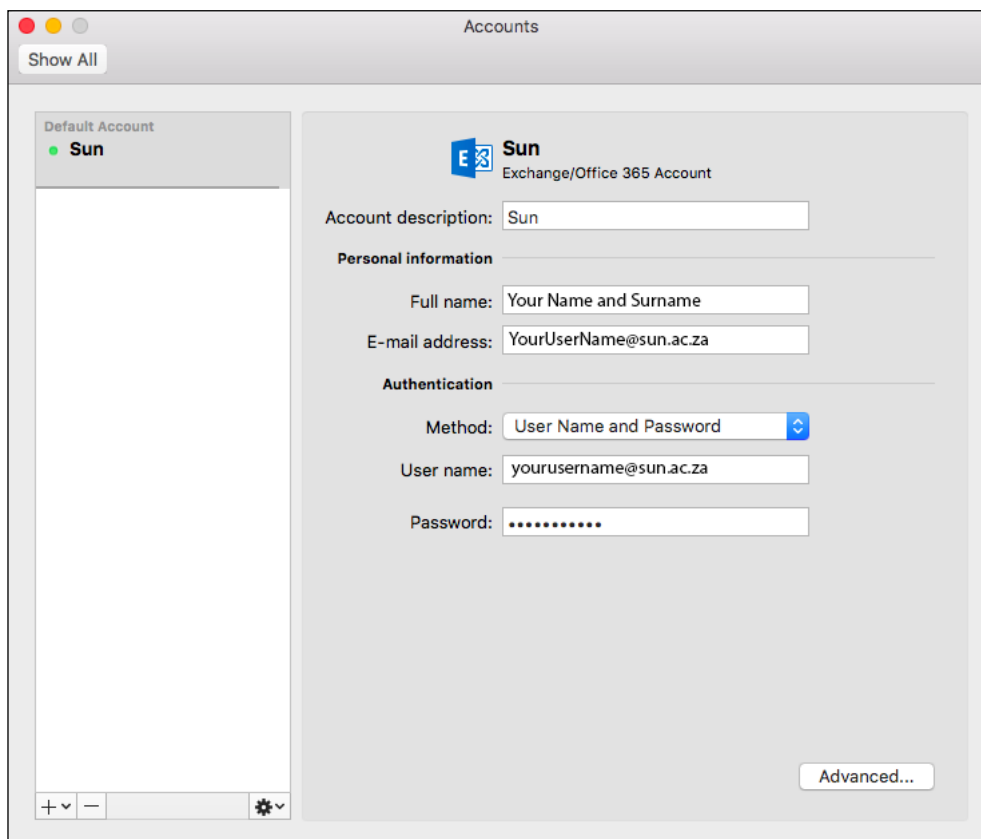
4. Fill in your details and select **Add Account**.



5. Allow the **AutoDiscover** settings



6. Your settings will be displayed as follows:



7. Select **Advanced** to verify the server address.

The screenshot shows a dialog box with three tabs: "Server" (selected), "Delegates", and "Security". The "Server" tab is active and contains the following settings:

- Microsoft Exchange**
  - Server:  :
  - Override default port
  - Use SSL to connect (recommended)
  - Download headers only
- Directory service**
  - Server:  :
  - Override default port
  - Use SSL to connect (recommended)
  - Log in with my Exchange account credentials
- Maximum number of results to return:
- Search base:

At the bottom right, there are "Cancel" and "OK" buttons.

8. Click **OK** when done