# Apple Mail Setup for Office 365

### Open System Preferences

You can either click the System Preferences icon on the dock, or click the Apple icon in the top left and select System Preferences.



### Select Internet Accounts

			System Pre	eferences		Q Se	arch
General	Desktop & Screen Saver	odao Dock	Mission Control	Language & Region	Security & Privacy	Q Spotlight	Notifications
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	Startup Disk
iCloud	Internet Accounts	App Store	Network	Bluetooth	Extensions	Sharing	
Users & Groups	Parental Controls	Siri	Date & Time	Time Machine	Accessibility	Profiles	
DeployStudio Server	<mark>کی</mark> Java						

# Select your current UVA Exchange Account

Exchange A	<b>E</b> ⊠ Exchange	Steve Snider sps7e@virginia.edu
G Inactive	🗹 🕵 Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	

# Click the Minus Sign to Remove it

	Internet Accounts	Q Search
Internet Accounts sets up other apps.	your accounts to use with Mail,	Contacts, Calendar, Messages, and
Exchange Mail	E I Exchange	Steve Snider sps7e@virginia.edu Details
Inactive	🗹 🕵 Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	
+ -		?
_		_

## Click OK to Confirm

other app	Are you sure you want to delete the account vessages, an "sps7e@virginia.edu"?
Exchange Mail	Deleting this account will remove its data from Mail. Cancel OK Details
Inactive	🖉 🗽 Mail
	Contacts
	Calendars
	Reminders
	Notes
+ -	_

Select Exchange to add your new Office 365 Account

Internet Accounts sets up tother apps.	your accounts to use with Mail, Contacts, C	alendar, Messages, and
	iCloud	k
	E 🛛 Exchang	ge 🔶
	Google	м -
No accounts	Twitter 🔰	ř
	facebool	<b>(</b>
	Linkedir	
+ -		?

### Enter your Name, E-mail, and Eservices Password

Your e-mail address must be in the form of "ComputingID@virginia.edu". When finished, click **Sign In**.

		Internet Accounts	Q Search
Internet Ac other apps		E 🛛 Exchange	Messages, and
	To get started, fill o	ut the following information:	
	Name:	Steve Snider	
	Email Address:	sps7e@virginia.edu	
	Password:	•••••	
No acc	Cancel	Back Sign In	
		facebook	
		Linkedin	
+ -			?

### Select the items you wish to use with Office 365

If you only use your UVA e-mail, please un-check all other items (these options can also be adjusted later).

	Internet Accounts	Massages and
other apps	E 🛛 Exchange	Messages, and
	Select the apps you want to use with this account:	
	🗹 🕵 Mail	
	Contacts	
	Calendars	
No acc	Reminders	
	Notes	
	Cancel Back Done	
	Linkea 🛄.	
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### Click Done, and you're ALL SET!

Note that when opening Apple Mail after adding your new account, it may take some time to initially sync.