

## Mac OSX Mail Configuration

- 1) Open Mail in /Applications
- 2) Mail → Preferences → Accounts
- 3) Click the minus (-) button at the bottom left to remove the existing Exchange account.
- 4) Once removed, click the (+) button to add a new account
- 5) On the General Information panel, click the Account Type drop-down and choose the protocol type (Microsoft Exchange).
- 6) Provide a description
- 7) Enter your name in the Full Name field.
- 8) In the username field, enter your full email address. For example, [doej@leonschools.net](mailto:doej@leonschools.net).
- 9) Enter your usual network password.
- 10) If prompted for a server address, enter [outlook.office365.com](https://outlook.office365.com)
- 11) Click Continue and then Done when the account has been added.