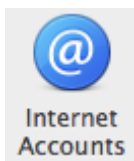


Adding your Hosted Exchange Mail Account in MAC Mail

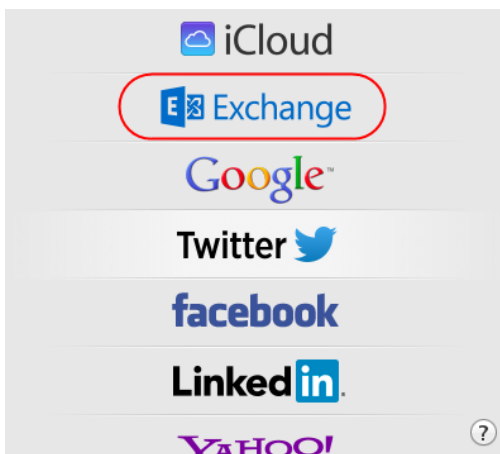
1. Open **System Preferences**



2. Click **Internet Accounts**.



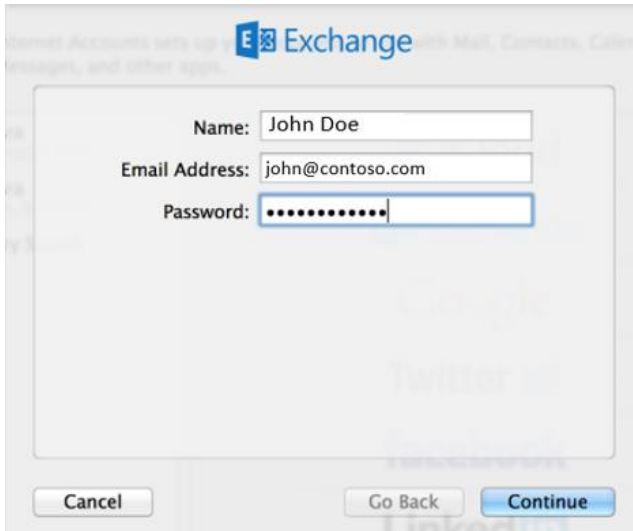
3. On the "Account Type" page, select **Exchange** and continue to the next step.



Important: If you are not presented with the above screen, click on the "+" sign located at the bottom left of the "Accounts" window. This action will start the account creation process.

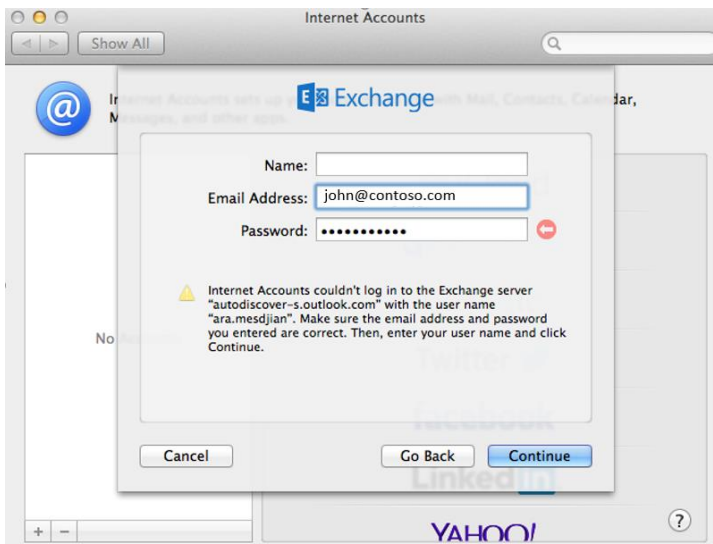
4. On the following page, enter your account credentials:
- **Name:** Your name as you would like it to appear
 - **Email Address:** Enter your **full** email address
 - **Password:** Password that was sent to you by Visualize IT

Click **Continue**



The screenshot shows a dialog box titled "Exchange" with the Microsoft Exchange logo. It contains three input fields: "Name" with the text "John Doe", "Email Address" with "john@contoso.com", and "Password" with a masked password of ten dots. At the bottom of the dialog are three buttons: "Cancel", "Go Back", and "Continue".

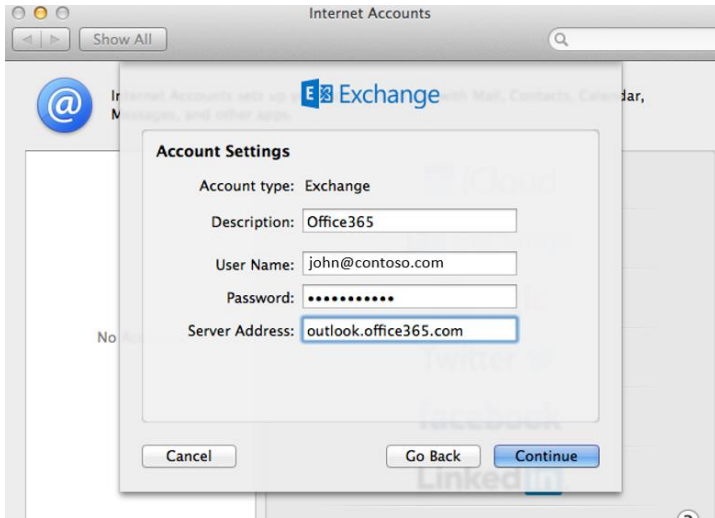
5. If you receive the following error, simply click **Continue**.



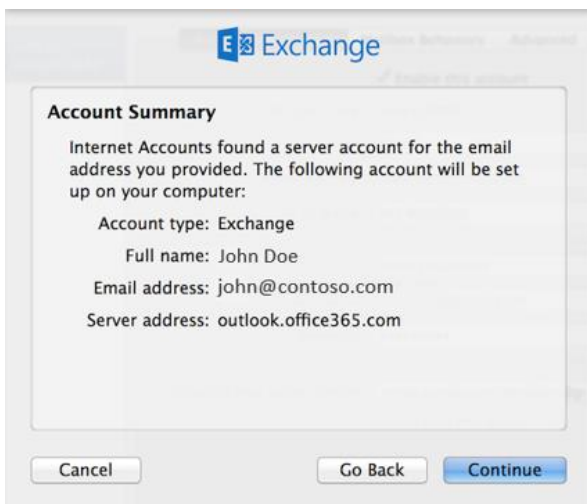
The screenshot shows a window titled "Internet Accounts" with a dialog box overlaid. The dialog box contains the same "Exchange" setup fields as in the previous image. Below the fields is a yellow warning triangle icon followed by the text: "Internet Accounts couldn't log in to the Exchange server 'autodiscover-s.outlook.com' with the user name 'ara.mesdjan'. Make sure the email address and password you entered are correct. Then, enter your user name and click Continue." At the bottom of the dialog are three buttons: "Cancel", "Go Back", and "Continue".

6. If you are presented with the following screen fill in the required credentials.

- **Description:** This field is for your discretion. You may give it a name that you will be able to identify in MAC mail
- **User Name:** MUST be your full email address (Sent to you by Visualize IT)
- **Password:** The password sent to you by Visualize IT
- **Server Address:** Set this to **outlook.office365.com**
(NB – If prompted for incoming *and* outgoing servers at this stage, simply enter **outlook.office365.com** for both)

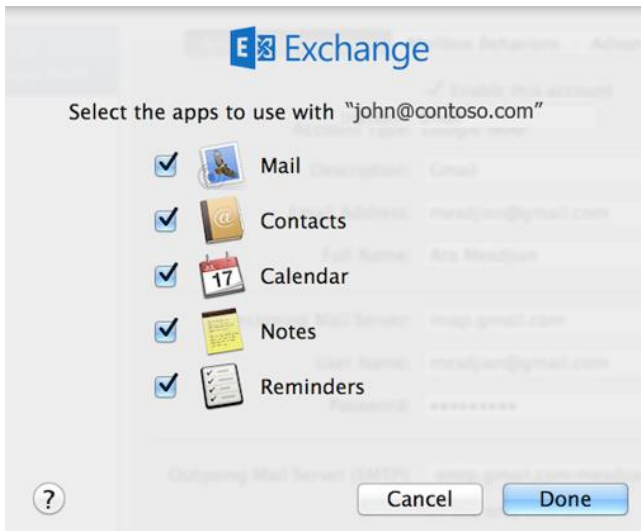


7. Click **Continue** on the “Account Summary” page



8. Next, you will be presented with the applications to configure:

It is recommended that you select all the applications listed: Mail | Contacts | Calendar | Notes | Reminders.



Click **Done** to finalize creating the account.

You may now open and begin using MAC Mail.

Note - If this account already contains email, it might take some time to synchronize completely. The duration of this process depends on the size of your mailbox and the download speed of your Internet connection.