Setting Up Mac Mail
For Mac OS X

Setting up Apple Mail (OSX 10.7 or later)

1. Verify that all instances of Apple Mail are closed.
2. In the top-left corner of your screen, select the Apple icon, then select System Preferences.

3. Select Mail, Contact & Calendars.

4. Select the Microsoft Exchange button in the right-hand column.

For additional support, call Computer Services at 232-1230 or submit an online help request
5. A popup window will appear. Please provide the information requested:

- **Name:**
- **Email Address:** Your primary email address (example: jsweatt@law.utexas.edu)
- **Password:** Your UT EID Password

6. **If AutoDiscover succeeds, please skip to step 8.** AutoDiscover may display an error message after attempting to find your settings. Please click **Continue.**

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7. In the Account Settings popup window, please provide the information requested then hit Continue:
   - **Description (Optional):** Office 365
   - **Username:** Primary Email Address (example: jsweatt@law.utexas.edu)
   - **Password:** UT EID Password
   - **Server Address:** outlook.office365.com

8. An Account Summary window will show. Verify that your information is correct, then click Continue.

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9. The final screen will allow you to configure other Apple programs to complement Apple Mail:

- **Mail** - Configures Apple Mail to use your Exchange account.
- **Contacts** - Uses the Contacts application to access your contacts and the Global Address List.
- **Calendars & Reminders (10.8 and later)** - Uses the Calendar application to access your Exchange calendar and uses the Reminders application to access your Exchange Tasks.
- **Notes (10.8 or later)** - Uses the Notes application to save notes in your Notes folder. Check the desired checkboxes and hit Add Account.