1. Verify that all instance 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

5. A pop-up window will appear. Please provide the information requested. **Name**: First Last Name  
**Email Address**: University Email Address (usually first.lastname@usm.edu) and CampusID  
**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**.
7. In the Account Settings pop-up window, please provide the information requested then click **Continue**.
   Description: **USM**
   Username: **w+ID#@usm.edu**
   Password: CampusID
   Server Address: outlook.office365.com

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

9. The final screen will allow you to configure other Apple programs to complement Apple Mail.
   **Mail** – Configures Apple Mail to your University Email Account.
   **Contacts** – Users the contacts application to access your contacts and the Global Address List.
   **Calendars & Reminders** (10.8 or later) – Uses the Calendar application to access your Office 365 calendar and uses the Reminders application to access your Office 365 Tasks.
   **Notes** - Uses the Notes application to save notes in your Notes folder.
   **Check the desired checkboxes** and click **Add Account**.

10. **Congratulations!**
How to set up Apple Mail for Office 365