SETUP O365 ON APPLE MAIL FOR MAC

1. Launch Mail from the dock or the Applications folder. If you do not have an existing email account setup on Apple Mail, you will be presented with a Welcome screen. If there is an existing email account setup already, click on Mail, then Preferences. In the window that appears, click on Accounts, then on the + icon located in the bottom left corner.

2. Choose Exchange, then click Continue.

3. Enter in your account information, as shown below. Under password, use your UTORid password.

4. Mail should automatically configure the email server settings for you, which may take a few minutes. You may also be asked to sync your contacts and calendar entries on your device (checkmark if yes). Click Done when finished. Your mail may take a while to completely synchronize.