Apple Mail Instructions for O365

1. Launch Mail. (Click the icon in the dock or go to the Applications folder to open it.)
2. Add a mail account:
   - If you have not previously configured an account in Mail you will be prompted to add an account. Click Exchange and then click Continue.
   - Otherwise, go to the Mail menu and click Add Account > Exchange and then click Continue.

3. Enter the following information and then click Sign In when done:
   - Full Name: the name you want displayed on your outgoing mail
   - Email Address: jdoe@nyit.edu (do not use an email alias)
   - Click Sign in
4. Click **Sign in** again.

5. Enter Password.
6. **Accept** permissions

![Microsoft](nyit.edu)

**Permissions requested**

**Apple Internet Accounts**

[Apple Inc.](#)

This app would like to:

- [ ] Access your mailboxes
- [ ] Access your mailboxes
- [ ] Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at [https://myapps.microsoft.com](https://myapps.microsoft.com). [Show details]

[Cancel] [Accept]

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7. **Click** Done.

![Exchange](#)

Select the apps you want to use with this account:

- [ ] **Mail**
- [ ] **Contacts**
- [ ] **Calendars**
- [ ] **Reminders**
- [ ] **Notes**

[Cancel] [Back] [Done]