ANU Office365 Email setup with Apple Mail on Mac OS X (10.9+)

1. Open Mail. If you have previously used Mail select Add Account From the Mail menu. If not choose setup new email account and jump to step 2.

2. Choose the Exchange option.

3. Enter your Name, Email Address (eg john.citizen@anu.edu.au for staff or u1234567@anu.edu.au for students) and Password as requested, then click Continue.
The following error may appear, ignore it and proceed by clicking **Continue** again.

4. On the following Screen, Enter an account **Description**, Change the **User Name** to your **UniID@uds.anu.edu.au** and Set the Server Address to **outlook.office365.com**.
   Click **Continue**.

5. A screen stating the following should now appear. Click **Continue**.
6. You can then choose the apps that you would like to handle your exchange account. Mail should be the minimum. Click **Done** when finished.

![Exchange app screenshot](image)

7. Apple mail will now start downloading emails and your account will be available on the main Mail screen.