Mac Mail | Mac OS 10.6 and above
1. Add Office365 to Mac Mail
   a. Start Mac Mail
   b. You should be prompted for which type of account you would like to setup, if not
      Select Preferences under the ‘Mail’ menu.

   ![Office365 Account Selection](image)

   **Note:** If you were not prompted to choose a mail account then proceed with steps C and D, otherwise skip to Step 2.
c. Select Accounts
If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: [http://4help.oit.ucdenver.edu](http://4help.oit.ucdenver.edu)
2. Enter Office365 credentials
   a. Enter your Full Name (e.g. Bruce Banner) as you wish it to appear on sent email.
   b. Enter your email address (e.g. bruce.banner@ucdenver.edu)
   c. Enter your University password and click on ‘Continue’.  
      **Note:** Currently on Mac OS 10.9.2 it is required to put in a bogus password and then manually configure your account, server name will be Outlook.Office365.com. 10.9.4 appears to fix this issue.  
      **Note:** The first screenshot is the screen you will see if Mac Mail automatically prompted for an account. The 2nd screenshot is if you manually added the account through the Accounts screen.

![Exchange configuration screenshot]
d. The most likely error that you may receive will be “unable to verify account” and is caused by a wrong email address or password – be sure this information is correct.

e. Click Continue

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3. Once your account is found you will receive a message indicating it was found, validate the information and click on ‘Continue’.

4. Decide at this point if you wish to sync contacts and calendars with Office365. Any changes to Address Book or iCal after Mail configuration is complete must be handled within Address Book or iCal and click on ‘Done’.

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Mac Mail | Mac OS 10.6 and above

a. Mac mail will now take you to the main email screen where you will see any email in your Office365 account.

8. Send a test email from your new account to another user and validate it works.