



Office 365 - Apple Mail Configure (Mac OS X 10.9 - 10.10)

Last Updated: 08/09/2018

Layout: [One Column](#) [Two Column](#)

Back to: [Office 365 - Exchange Online](#)



OVERVIEW

The following instructions step through the process of configuring your Office 365 Exchange Online account with Apple Mail for Mac OS X 10.9 - 10.10.

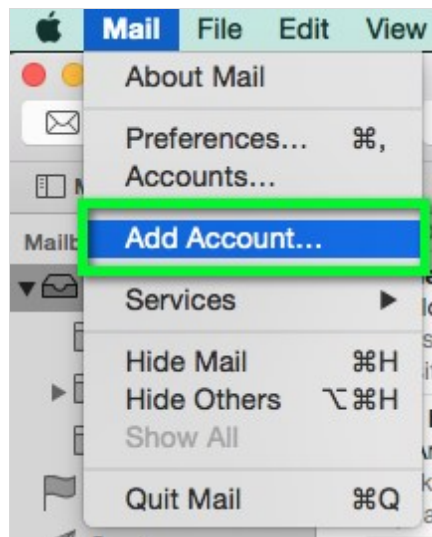
Step 1

Open Apple Mail.

***Note:** If this is your first time opening Mail, go to step 3.

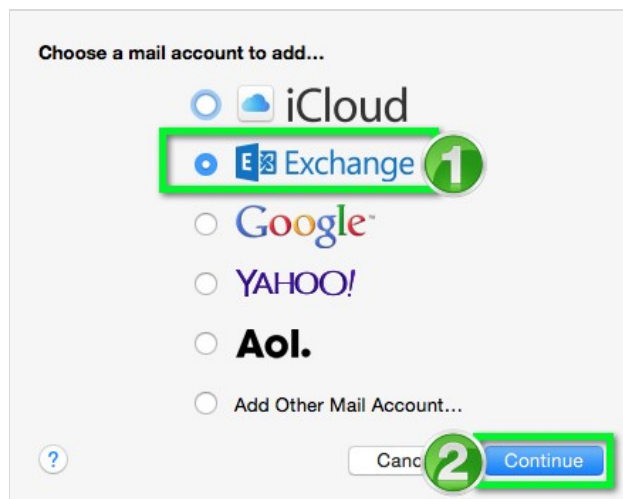
Step 2

From the **Mail** drop-down menu, select **Add Account...**



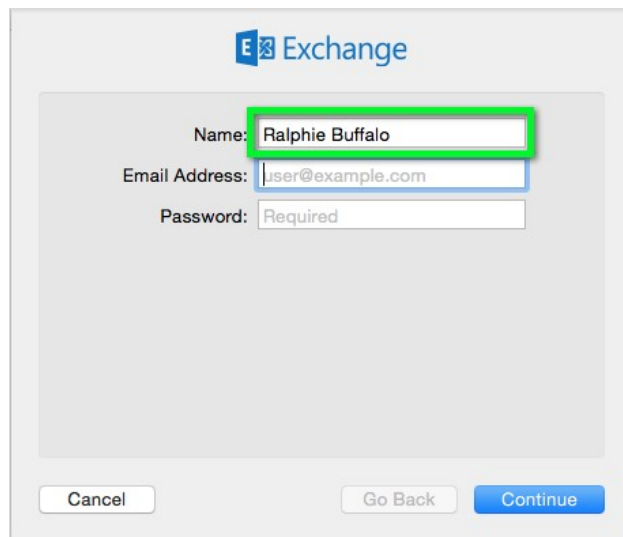
Step 3

Select **Exchange**, then click **Continue**.



Step 4

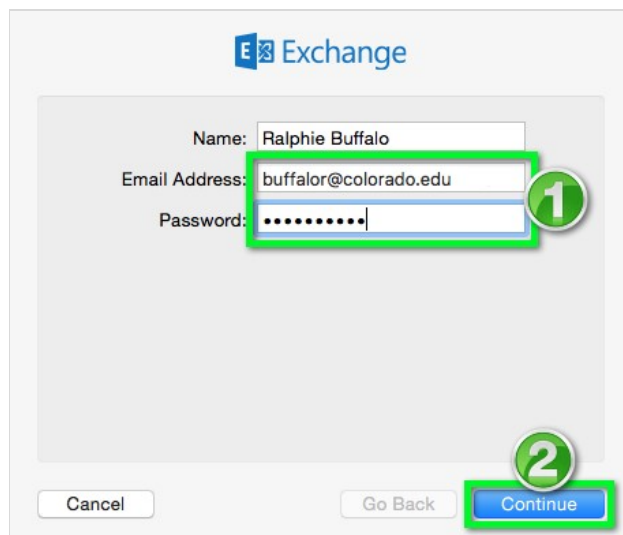
Enter a display name for your account in the **Name** field.



The image shows the 'Exchange' account setup window in Apple Mail. It has a light gray background with the 'Exchange' logo at the top. Below the logo are three text input fields: 'Name:' with the value 'Ralphie Buffalo', 'Email Address:' with the value 'user@example.com', and 'Password:' with the placeholder text 'Required'. At the bottom of the window are three buttons: 'Cancel', 'Go Back', and 'Continue'.

Step 5

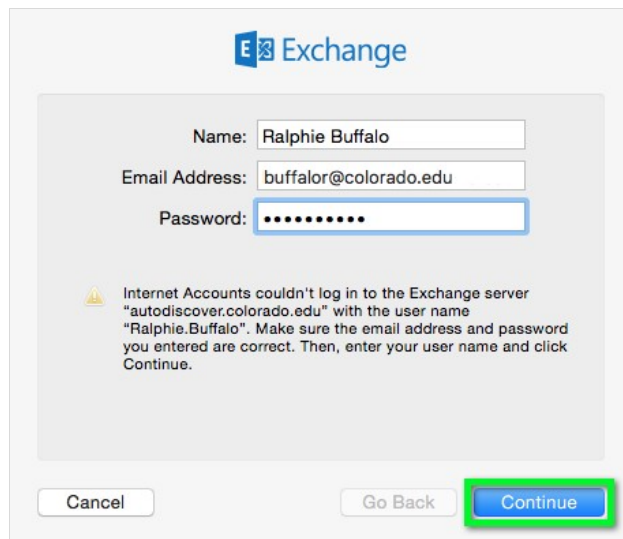
For the Email address field, enter your [CULoginName@colorado.edu](https://oit.colorado.edu/tutorial/office-365-apple-mail-configure-mac-os-...) address and in the password field, enter your **IdentiKey password**. Click **Continue**.



This image shows the same 'Exchange' account setup window as in Step 4, but with annotations. The 'Email Address' field now contains 'buffalor@colorado.edu' and is highlighted with a green box and a green circle containing the number '1'. The 'Password' field contains eight dots and is also highlighted with a green box. At the bottom right, the 'Continue' button is highlighted with a green box and a green circle containing the number '2'. The other fields and buttons remain the same.

Step 6

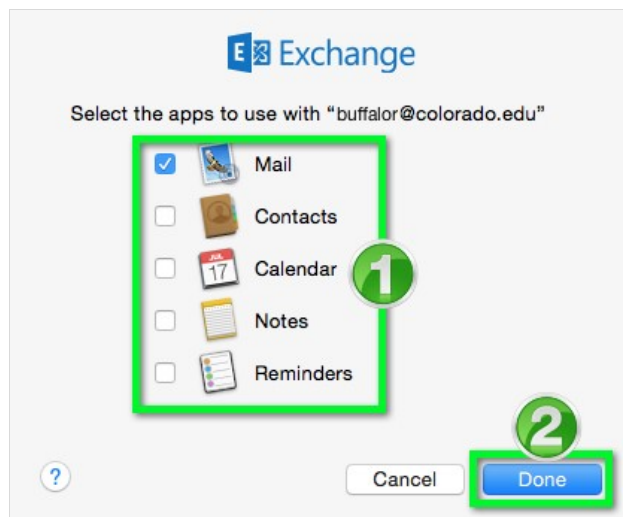
Apple Mail will produce an error. Select **Continue** on the error.



The screenshot shows the 'Exchange' login window. At the top is the 'Exchange' logo. Below it are three input fields: 'Name' with 'Ralphie Buffalo', 'Email Address' with 'buffalor@colorado.edu', and 'Password' with masked characters. A warning message states: 'Internet Accounts couldn't log in to the Exchange server "autodiscover.colorado.edu" with the user name "Ralphie.Buffalo". Make sure the email address and password you entered are correct. Then, enter your user name and click Continue.' At the bottom are three buttons: 'Cancel', 'Go Back', and 'Continue' (highlighted with a green box).

Step 7

Choose the apps you wish to sync, then click **Done**.



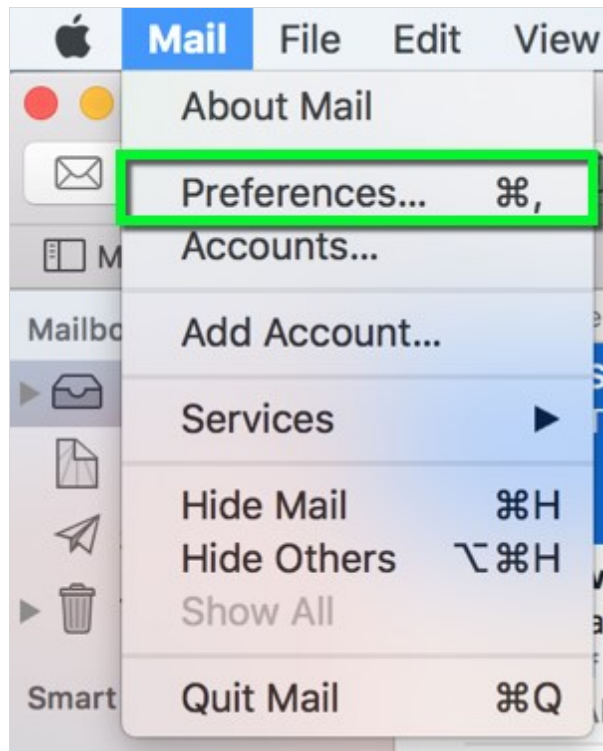
The screenshot shows the 'Select the apps to use with "buffalor@colorado.edu"' screen. It lists five apps with checkboxes: 'Mail' (checked), 'Contacts', 'Calendar', 'Notes', and 'Reminders'. A green box labeled '1' highlights the list of apps. At the bottom right, a green circle labeled '2' highlights the 'Done' button, which is also highlighted with a green box. There is a 'Cancel' button and a help icon (?) at the bottom left.

Step 8

Next, you'll want to add your email alias (e.g. first.last@colorado.edu) to your Account in Apple mail. This will prevent you from receiving your own message when you click reply all in an email message.

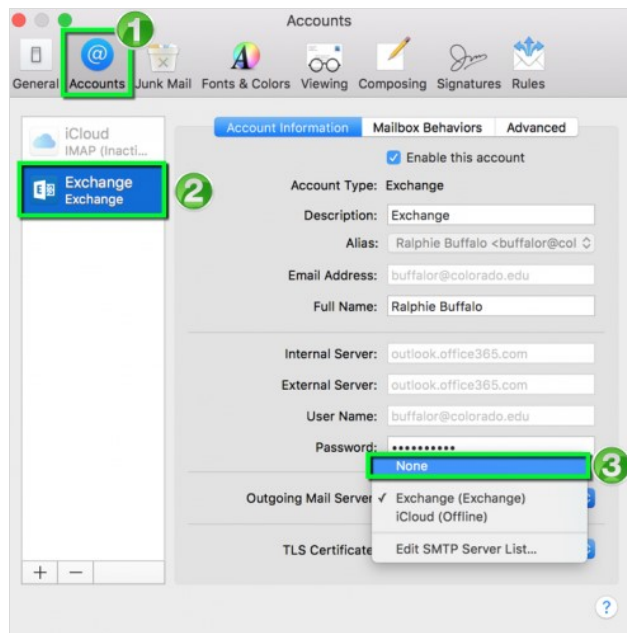
Select the **Mail** drop down menu, then

choose **Preferences**.



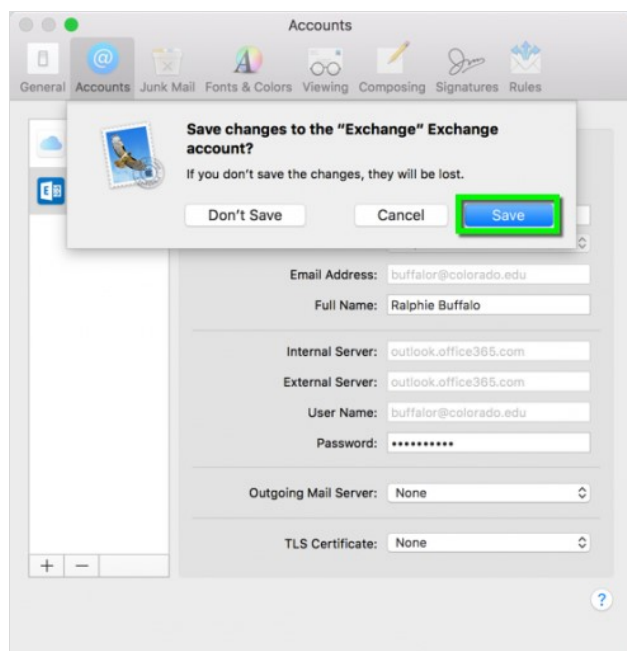
Step 9

Select **Accounts** icon from the toolbar, if you have more than one account listed, be sure to select the **Exchange** account, then in the **Outgoing Mail Server** drop-down menu, select **None**.



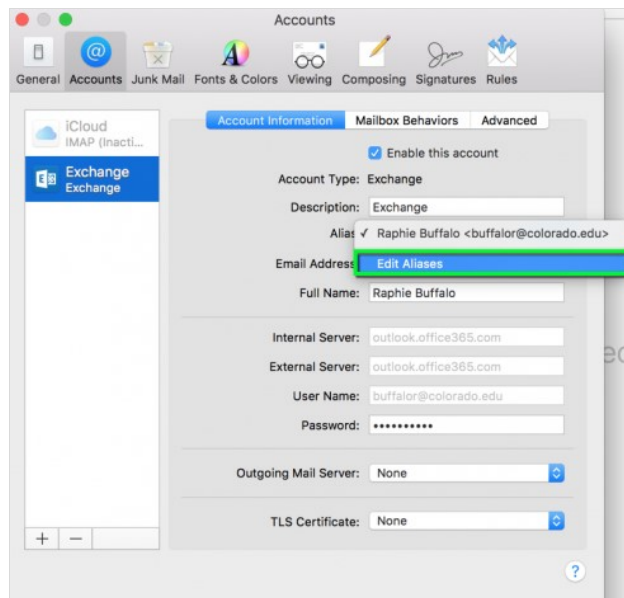
Step 10

Click the **General** icon in the toolbar to open a dialog box that will **save** changes.



Step 11

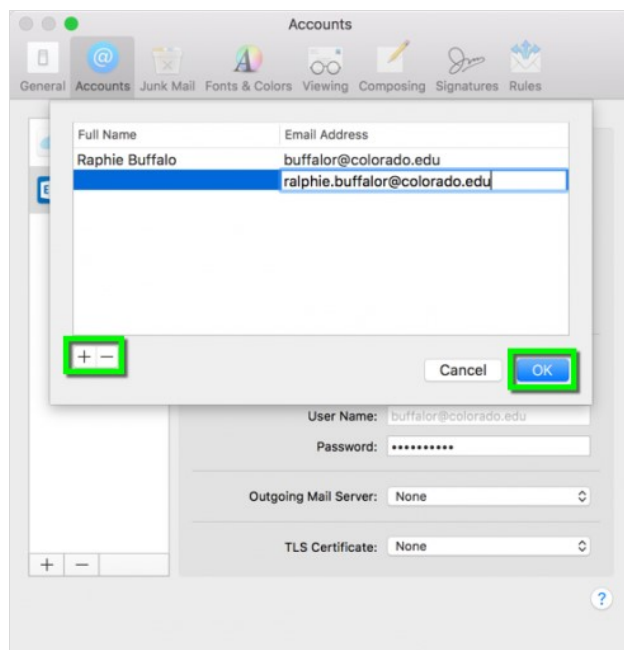
Again in the **Accounts** section, select the **Alias** drop-down and choose **Edit Aliases**.



Step 12

Click the **+** sign to add a new alias and type into the text box (e.g.

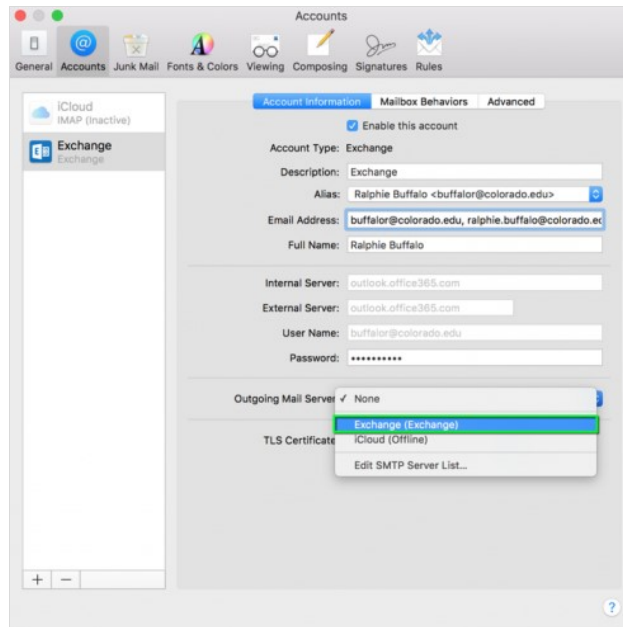
first.last@colorado.edu). Select **OK** when finished.



Step 13

In the **Outgoing Mail Server** drop-down

menu, select **Exchange**. Click the **General** icon in the toolbar to **save** changes, then close the preferences window.



University of Colorado Boulder

© The Regents of the University of Colorado

[LEGAL & TRADEMARKS](#) [PRIVACY POLICY](#)

Feedback

