

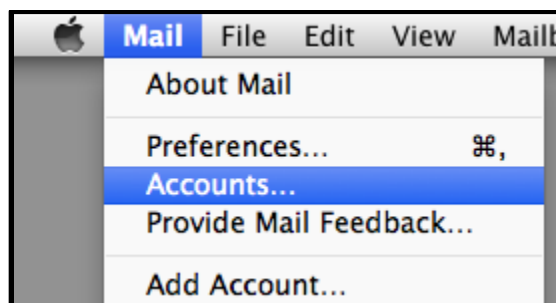
## Setting up Office 365 Email on Mac Mail

Follow this tutorial to add your Office 365 email into Mac Mail.

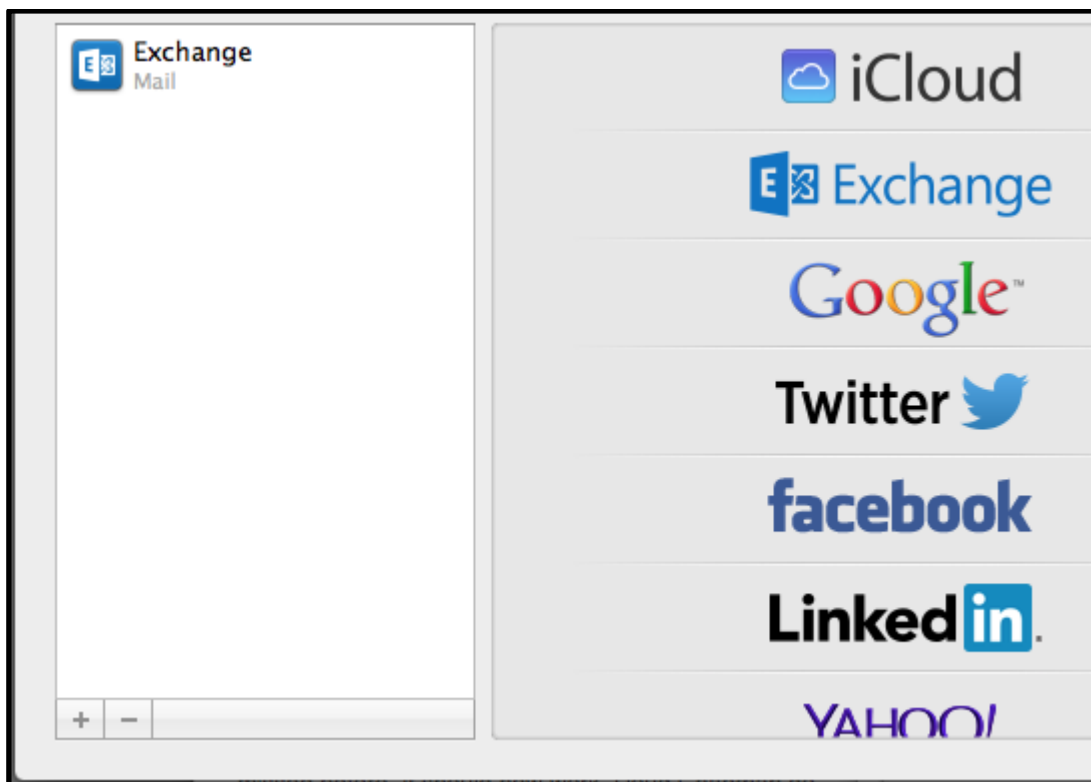
1. Go to the Finder or Applications and open **Mail**.



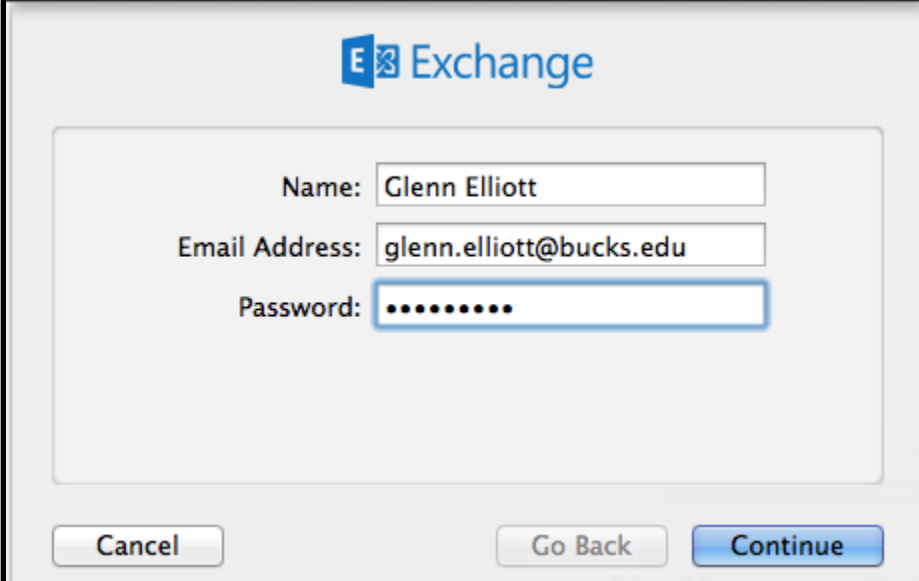
2. Click the **Mail** menu, then click **Accounts**.



3. If you added your Exchange email previously, you can select it on the left and click the minus at the bottom to remove it. To add the Office 365 account, click the Exchange logo on the right.

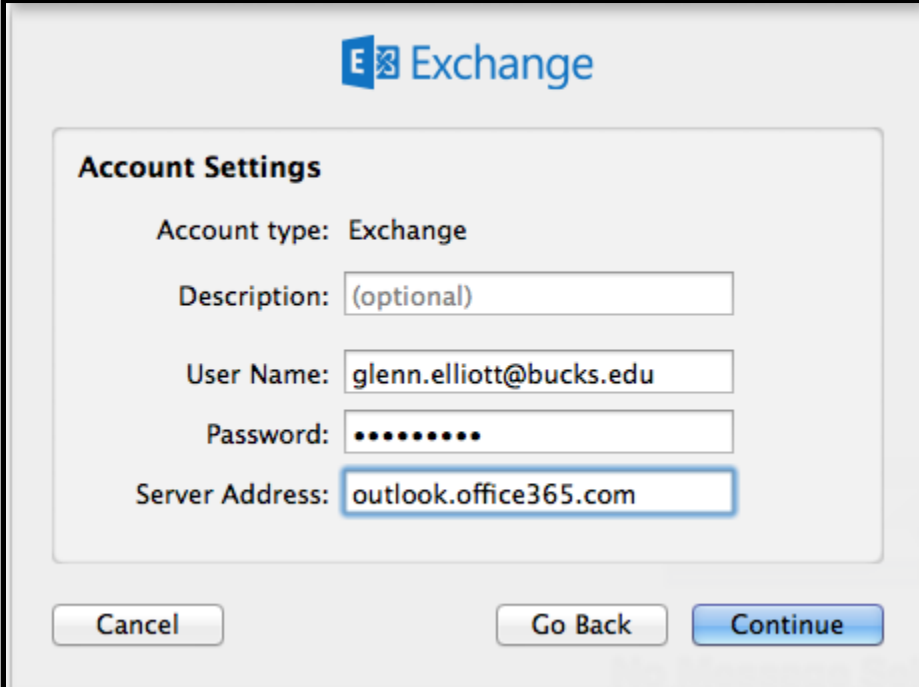


4. Enter your **Name** and your **Email Address** (in the format firstname.lastname@bucks.edu).
5. Enter your Bucks **Password**. Your Office 365 password is the same as your Bucks password (used to access campus computers, Canvas, MyBucks, and library databases). Your password will expire every 180 days. Each time it expires, you will need to update it on the Password Manager: <http://www.bucks.edu/e-resources/password/> and make the changes on Mac Mail as well. Click **Continue**. You may receive a warning message, click **Continue** again.



The image shows a dialog box titled "Exchange" with a blue logo. It contains three input fields: "Name" with the text "Glenn Elliott", "Email Address" with "glenn.elliott@bucks.edu", and "Password" with a masked password of eight dots. At the bottom, there are three buttons: "Cancel", "Go Back", and "Continue".

6. Enter a **Description** for the account such as Bucks. Verify that your **User Name** is entered as your full email address. Type the **Server Address** of outlook.office365.com. Click **Continue**.



The image shows a dialog box titled "Exchange" with a blue logo. It is titled "Account Settings" and contains several fields: "Account type" is set to "Exchange"; "Description" is an optional field with "(optional)" text; "User Name" is "glenn.elliott@bucks.edu"; "Password" is a masked password of eight dots; and "Server Address" is "outlook.office365.com". At the bottom, there are three buttons: "Cancel", "Go Back", and "Continue".

7. Your account should be completely setup. You can now choose which features to enable (Mail, Contacts, Calendars, etc.)