

Configuring Office 365 for Mac Mail

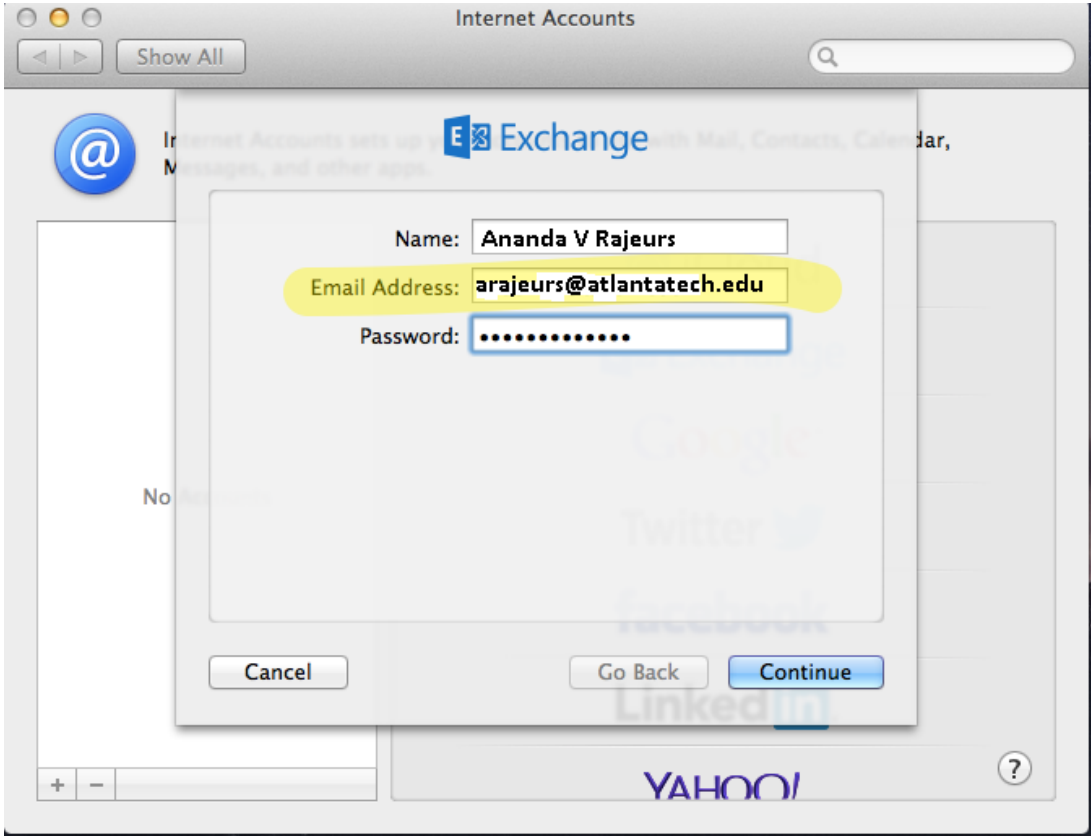
In **System Preferences**, select **Internet Accounts**



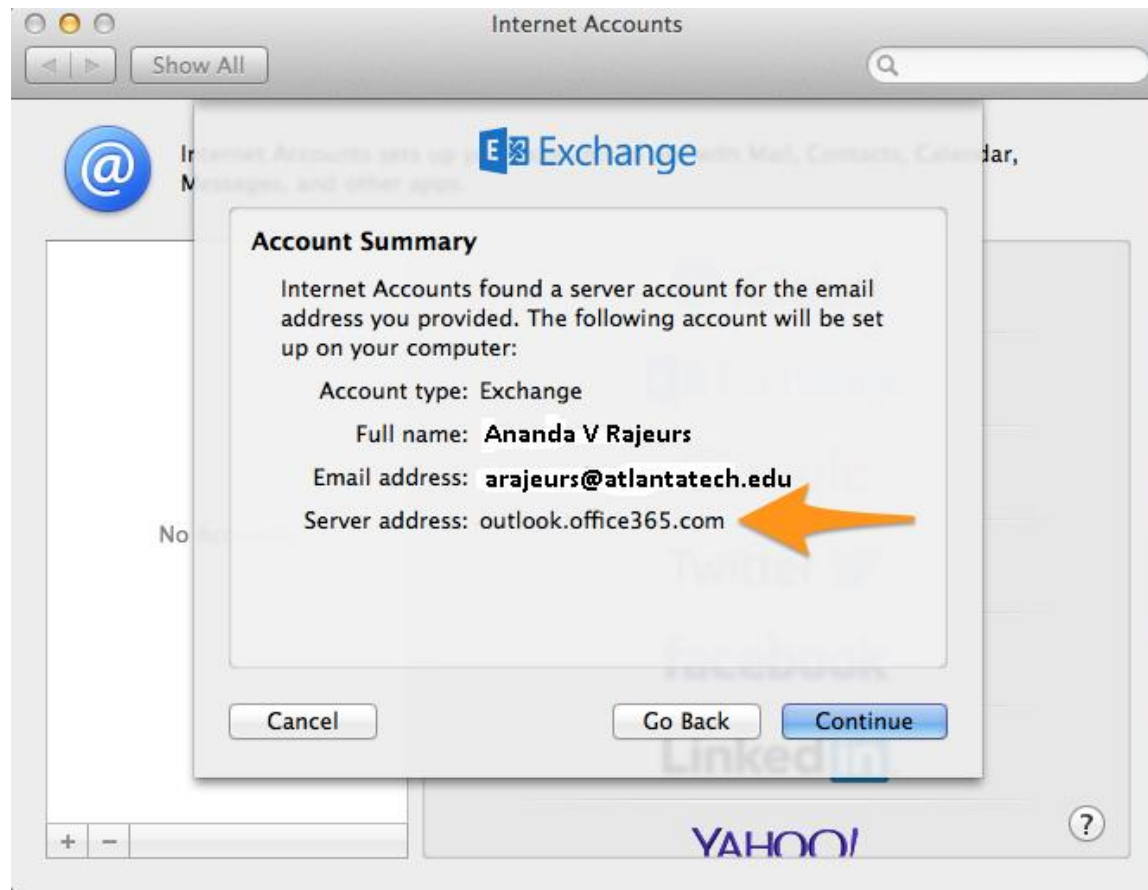
Select Exchange



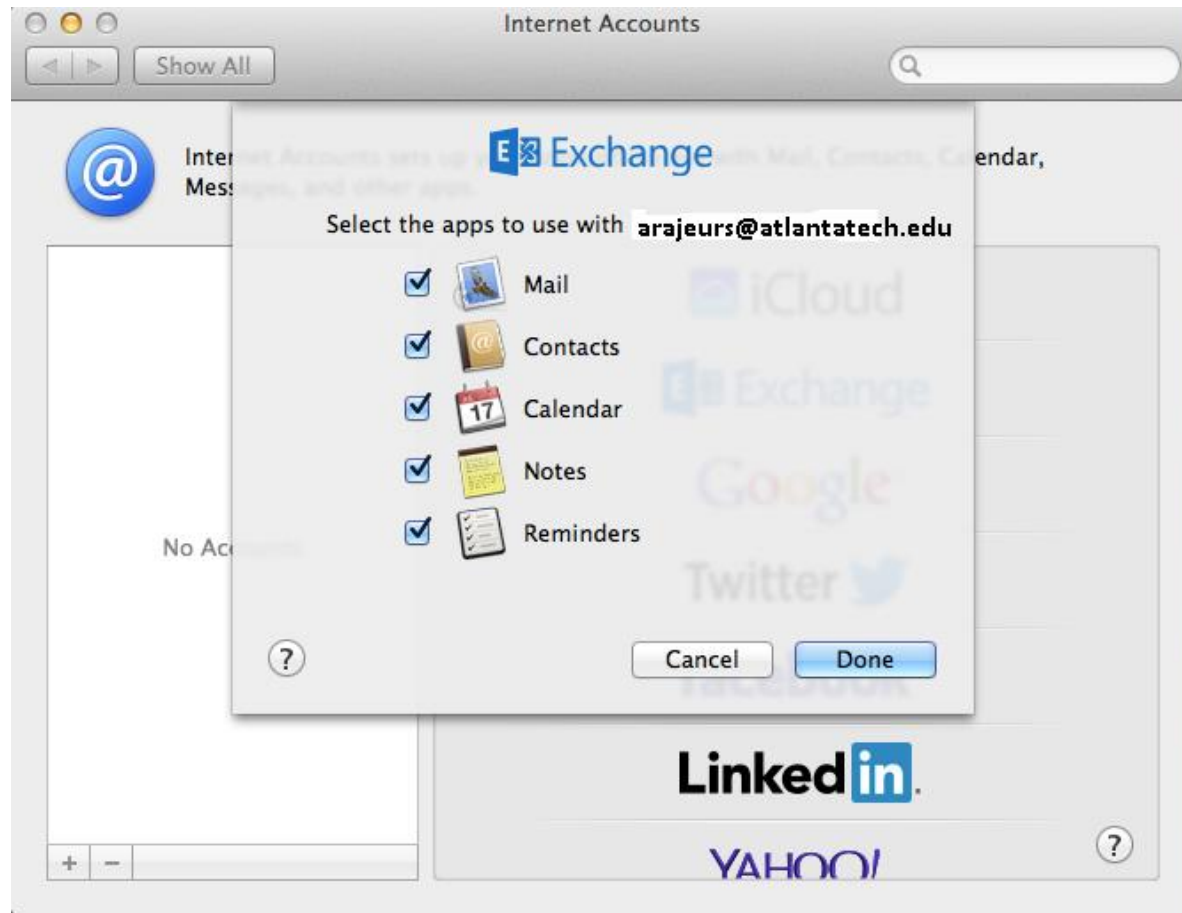
Fill Out the information in the form. For **Email Address**, make sure you use the format <username>@atlantatech.edu



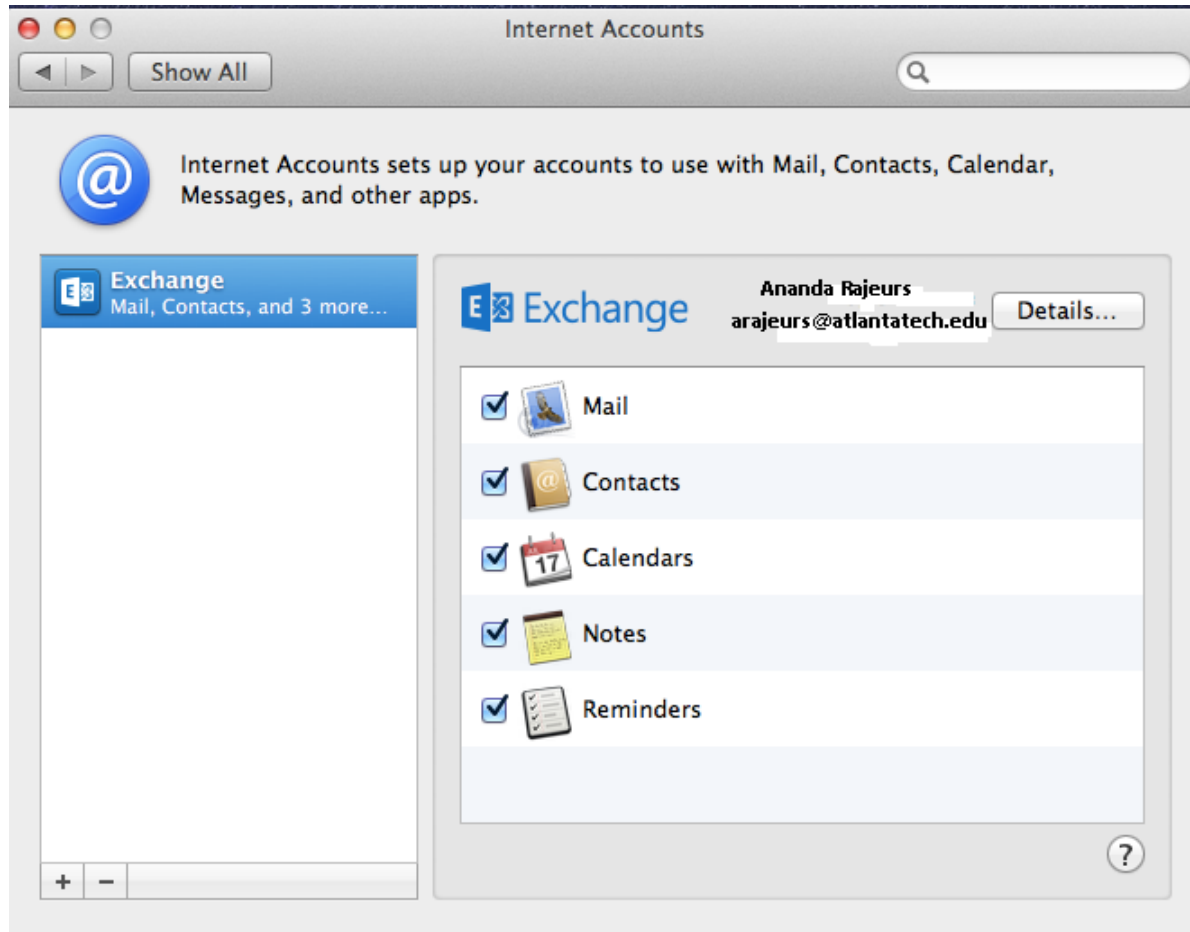
After several seconds, it should automatically pick up the proper settings. Note that the **Server address** shows as *outlook.office365.com*. That is correct.



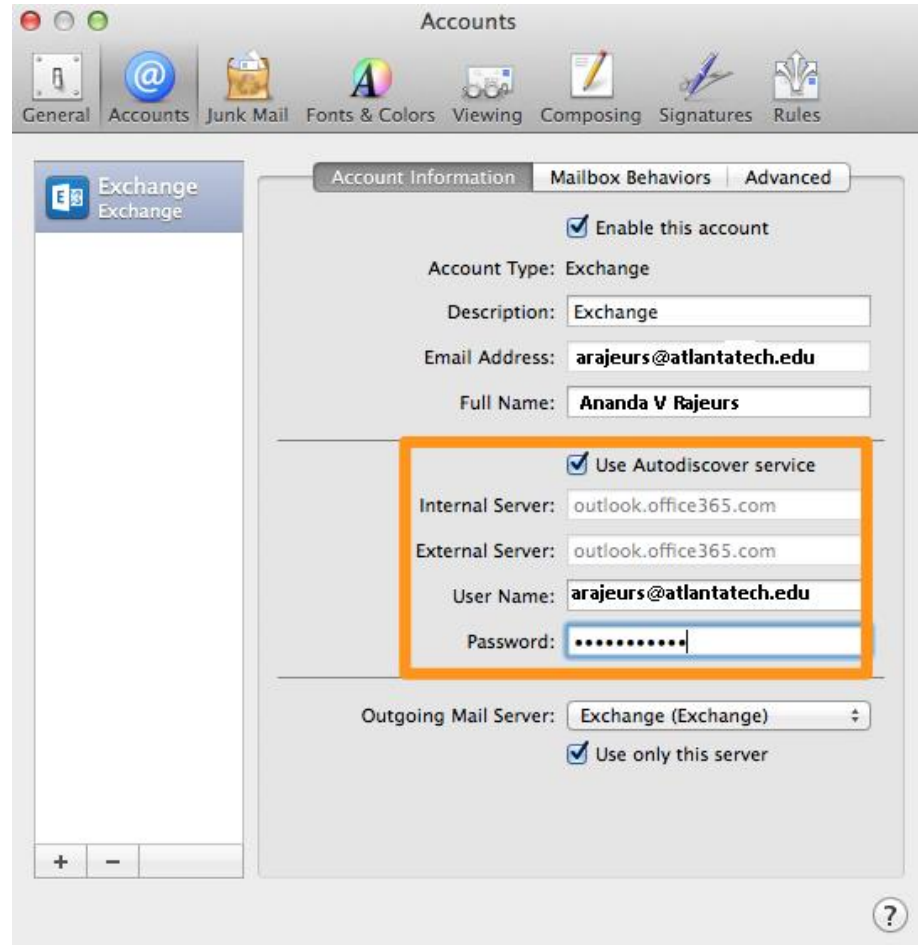
Select the local apps you want to use with this new account.



And finally.....



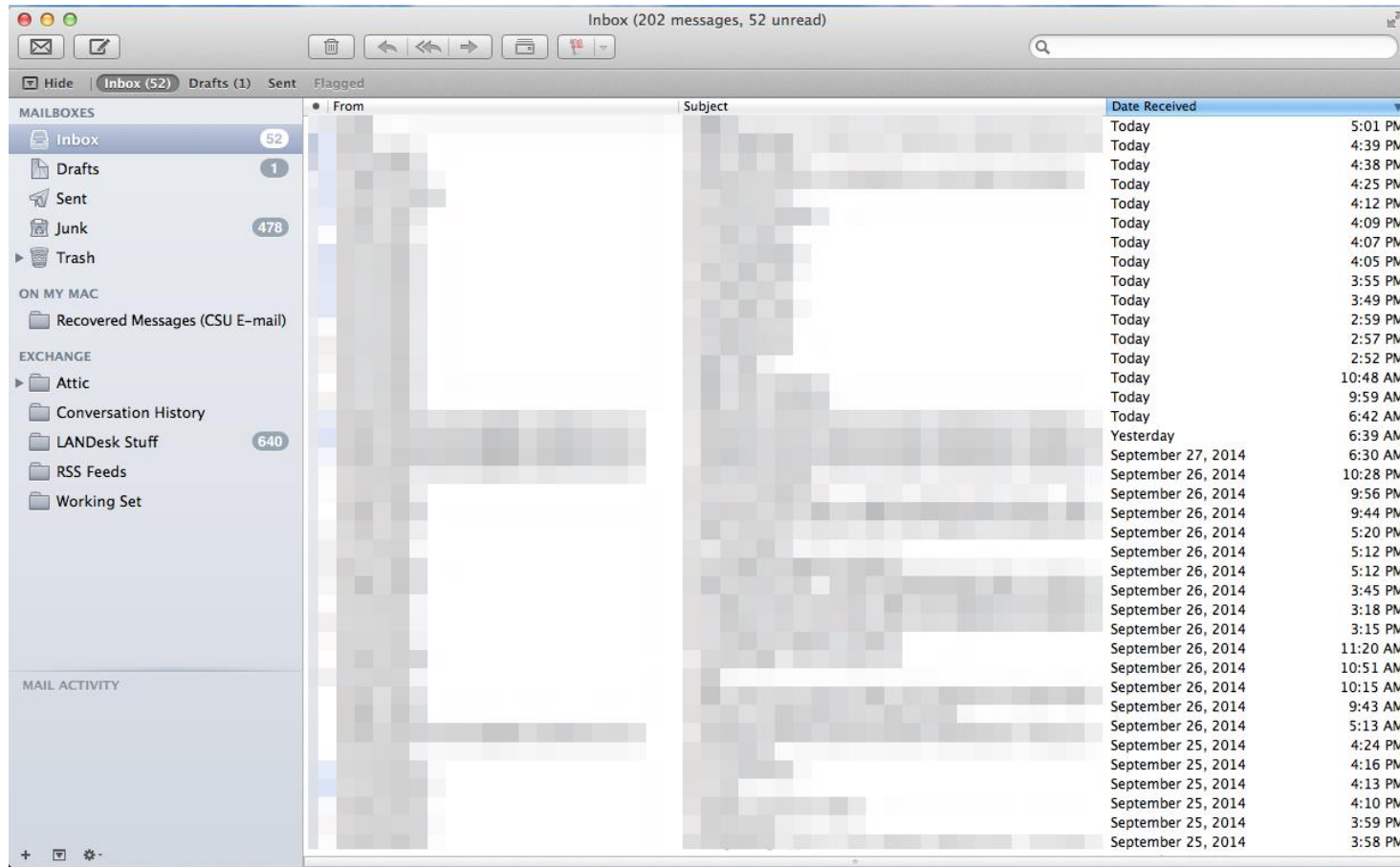
The Autodiscover process should have discovered the servers as **outlook.office365.com**



At this point, should now be connected to your Office 365 e-mail account.



And the finished product.....



END