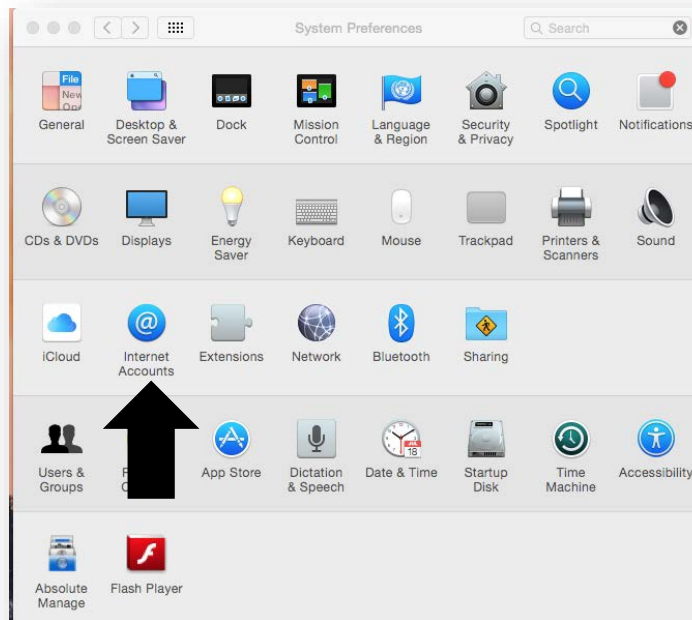


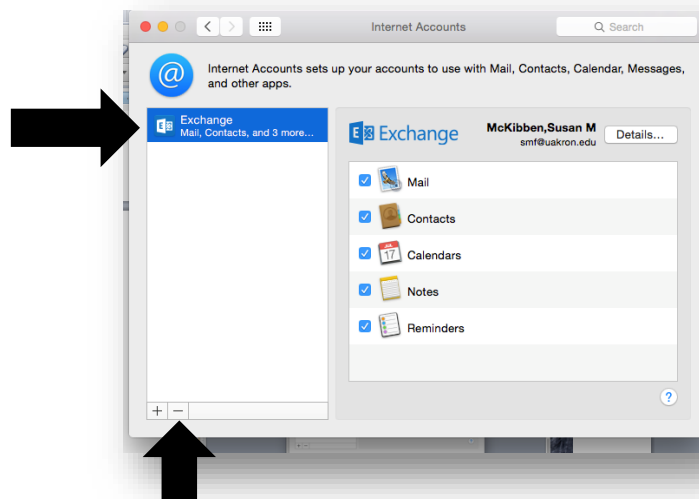
MAC MAIL SETUP

*If your Mac Mail client does not work after your mailbox has been migrated, follow the steps outlined below to delete and then re-add your Exchange account. **This will not delete the email stored locally on the device.***

1. Select **System Preferences > Internet Accounts.**

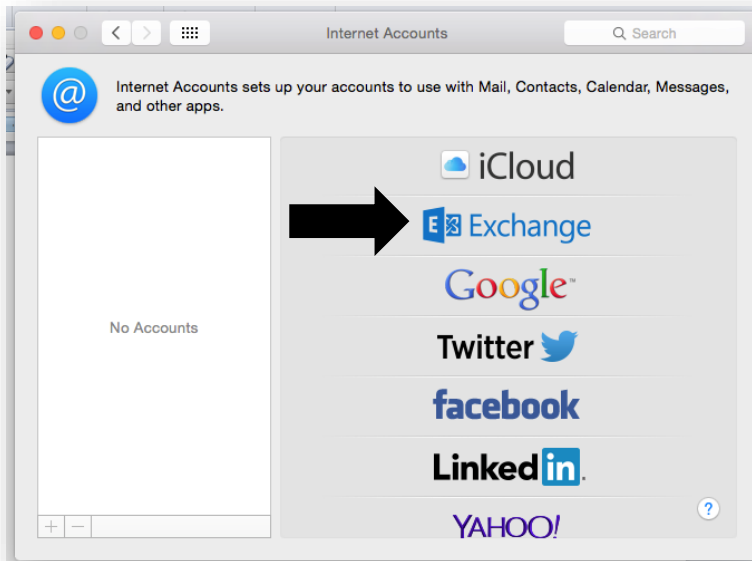


2. Click once on your Exchange account and click the minus sign (-) to delete the account.

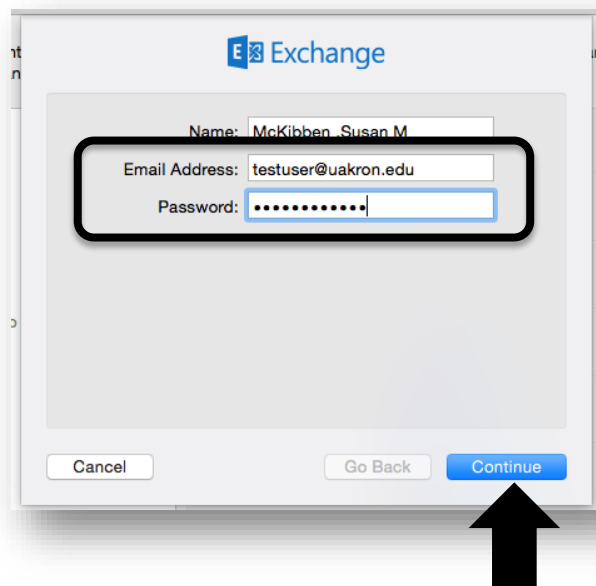


MAC MAIL SETUP

3. The account is deleted. Click **Exchange** to add the Exchange account.

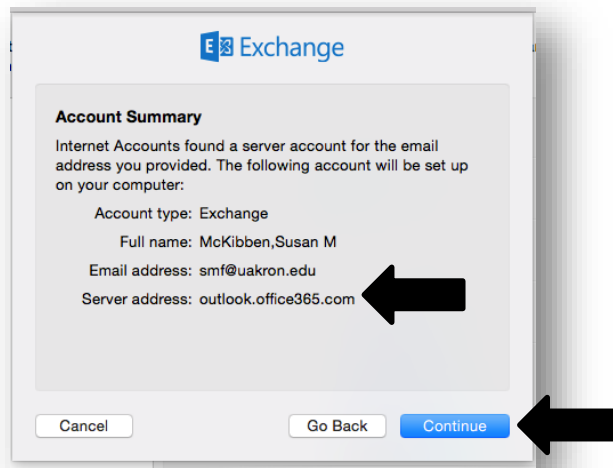


4. The Exchange dialog box displays. Your name should be filled in automatically. Enter your email address (i.e. testuser@uakron.edu) and password. Click **Continue**.

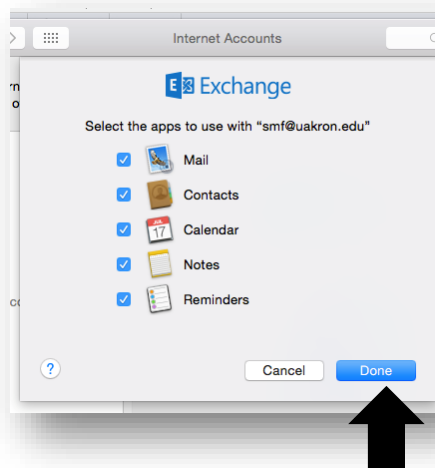


5. The Account Summary page displays with the server address of **outlook.office365.com**. Click **Continue**.

MAC MAIL SETUP

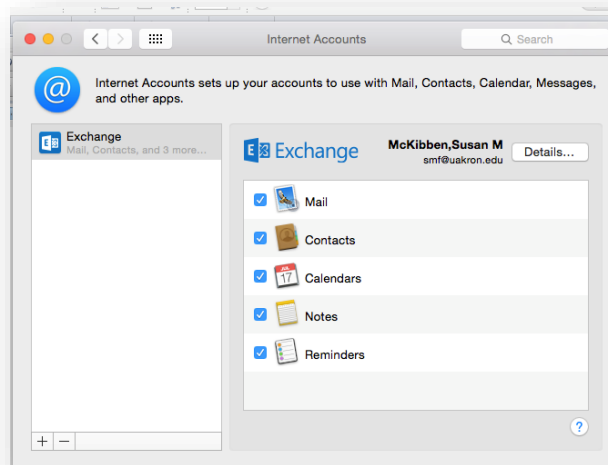


6. You will be prompted to select the apps to use with your Exchange account. All the apps should be checked. Click **Done**.



MAC MAIL SETUP

7. The Exchange account has been added.



NOTE: It may take some time to pull your Mail, Calendar and Contact information.