

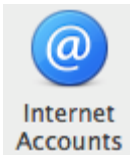
## Office 365 (Apple Mail / Calendar) - Configure Apple Mail / Calendar on Mac OS 10.9

### Configure Apple Mail/Calendar for Office 365

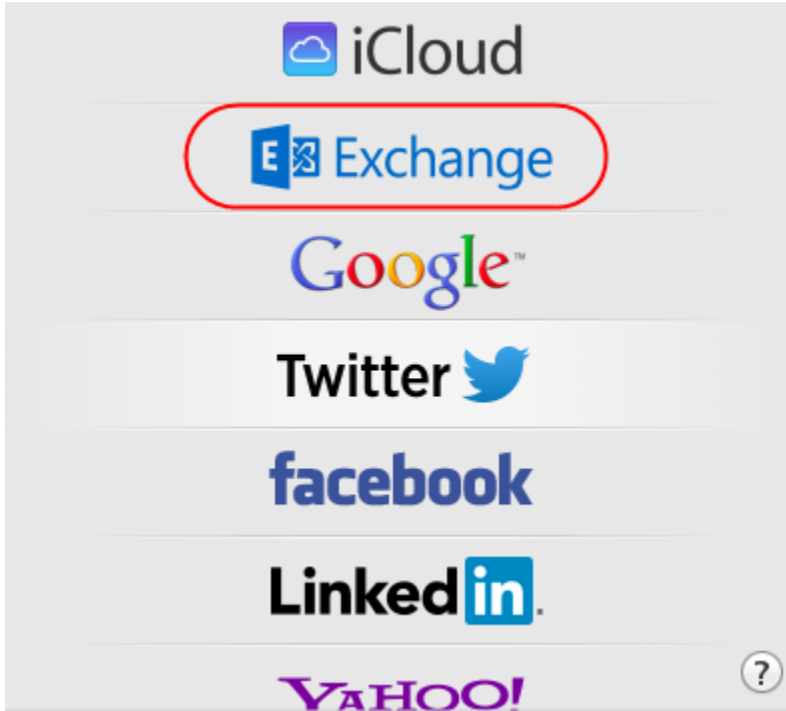
1. Open **System Preferences**



2. Click **Internet Accounts**.

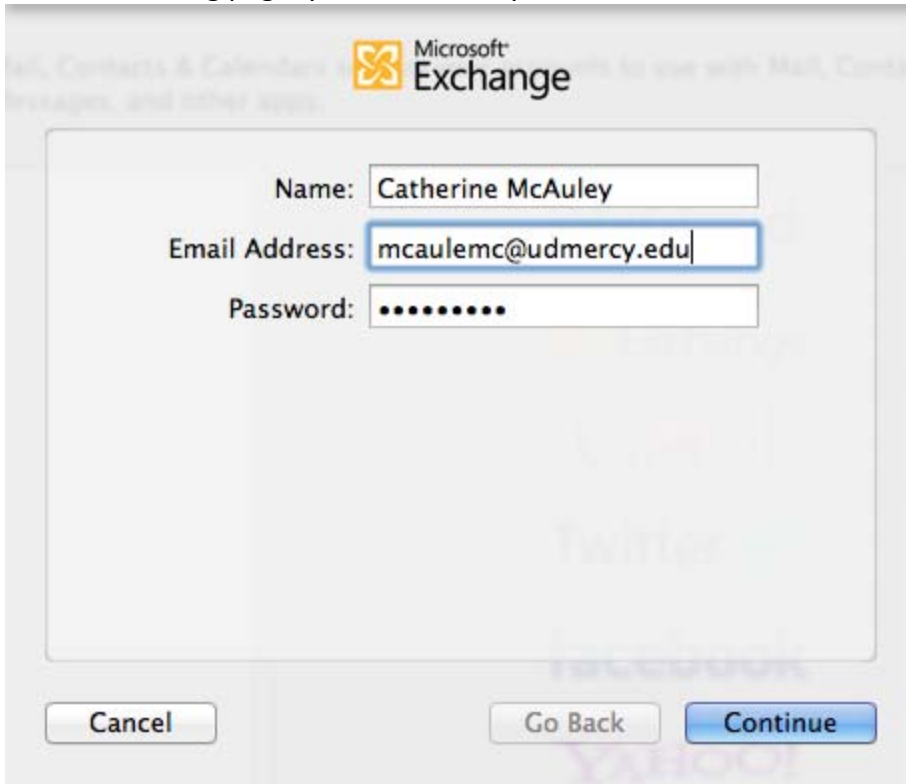


3. On the account type page, click **Exchange** type. Continue to the next step.



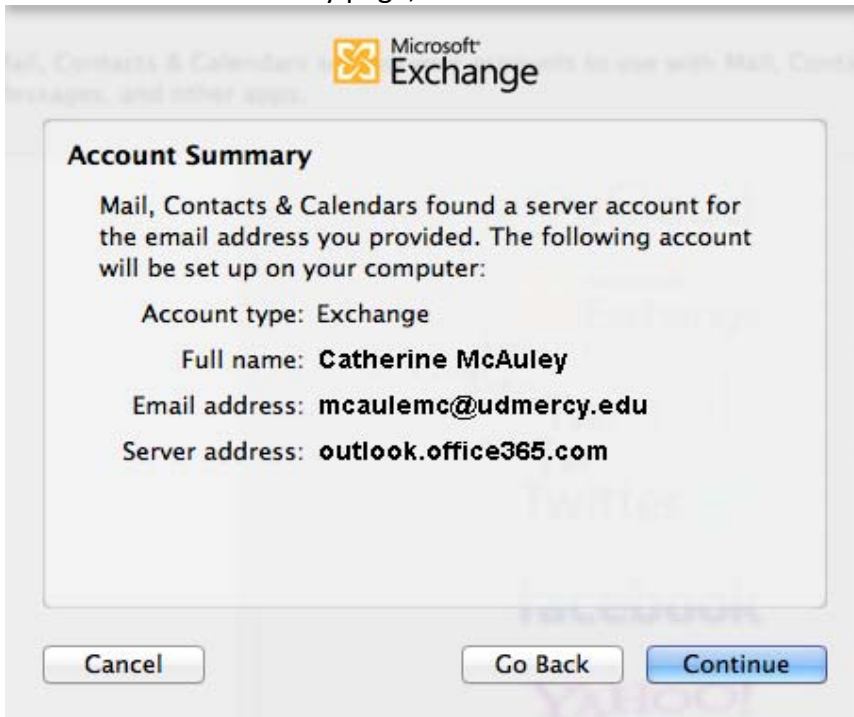
**Important:** If you are not presented with the above screen, you may need to click on the "+" sign located at the bottom left of the "Accounts" window. This action will start the account creation process.

4. On the following page, you will ask for your account credentials. Click **Continue**.



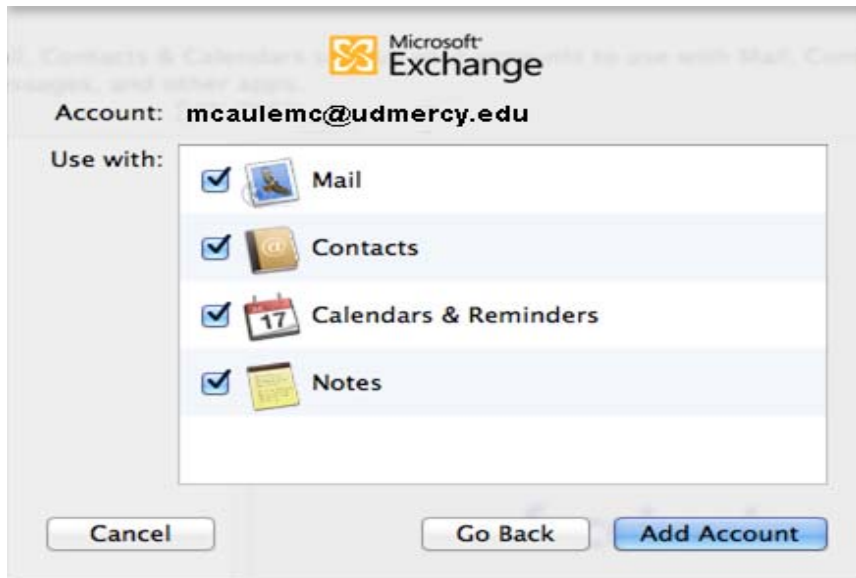
The image shows a Microsoft Exchange dialog box for account setup. At the top, it features the Microsoft Exchange logo and the text "Microsoft Exchange". Below this, there are three input fields: "Name:" with the value "Catherine McAuley", "Email Address:" with the value "mcaulemc@udmercy.edu", and "Password:" with a masked password of ten dots. At the bottom of the dialog, there are three buttons: "Cancel", "Go Back", and "Continue".

5. On the Account Summary page, click **Continue**.



The image shows the "Account Summary" page of the Microsoft Exchange dialog box. It features the Microsoft Exchange logo and the text "Microsoft Exchange". The main content area is titled "Account Summary" and contains the following text: "Mail, Contacts & Calendars found a server account for the email address you provided. The following account will be set up on your computer:". Below this, the account details are listed: "Account type: Exchange", "Full name: Catherine McAuley", "Email address: mcaulemc@udmercy.edu", and "Server address: outlook.office365.com". At the bottom of the dialog, there are three buttons: "Cancel", "Go Back", and "Continue".

6. Next, you will be presented with the applications to configure:



Click **Add Account** to finalize creating the account.