

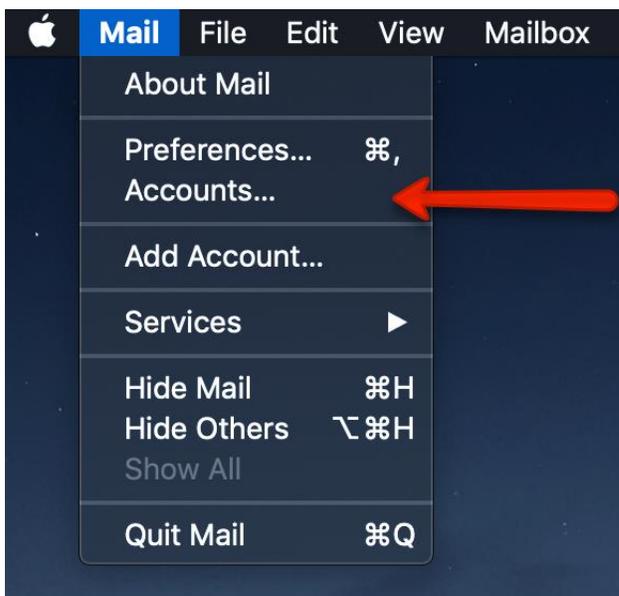
Topic: Setup instructions for Mac/Apple Mail with O365

**These instructions apply to Mac Mail for installation on Sierra & High Sierra

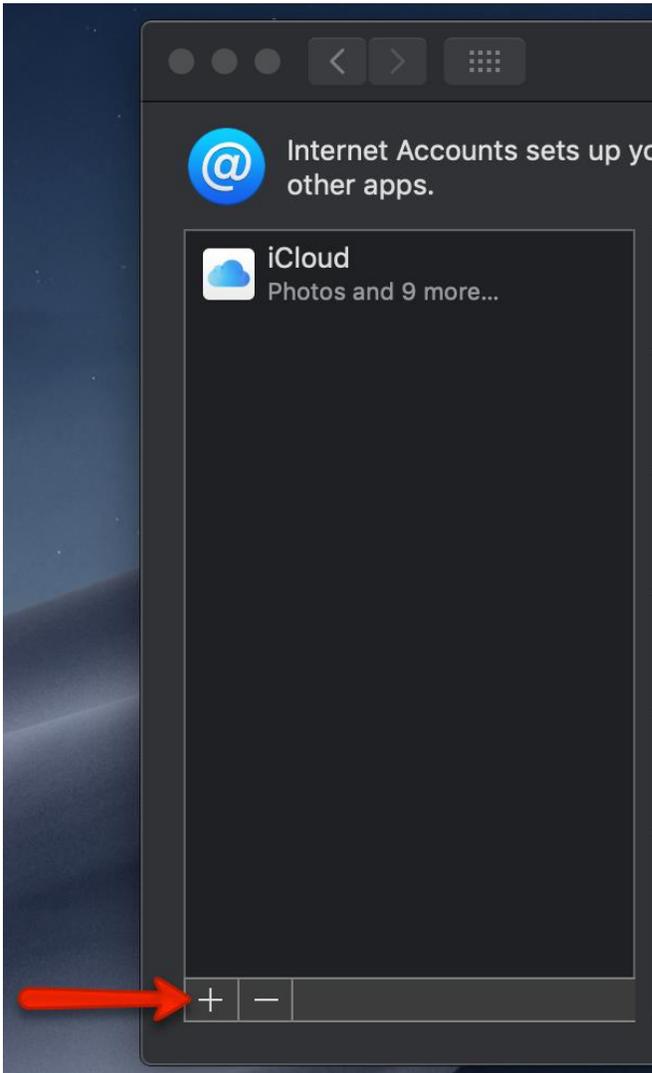
1. Open your **Mail Client**



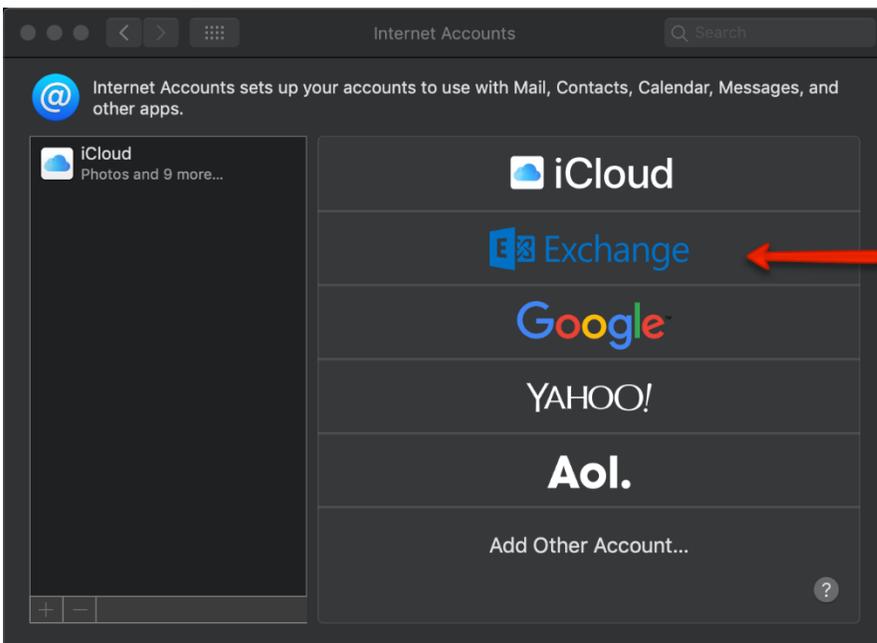
2. Click the **Mail** menu and go to **Accounts...**



3. Click on the “+” symbol in order to add your new email.

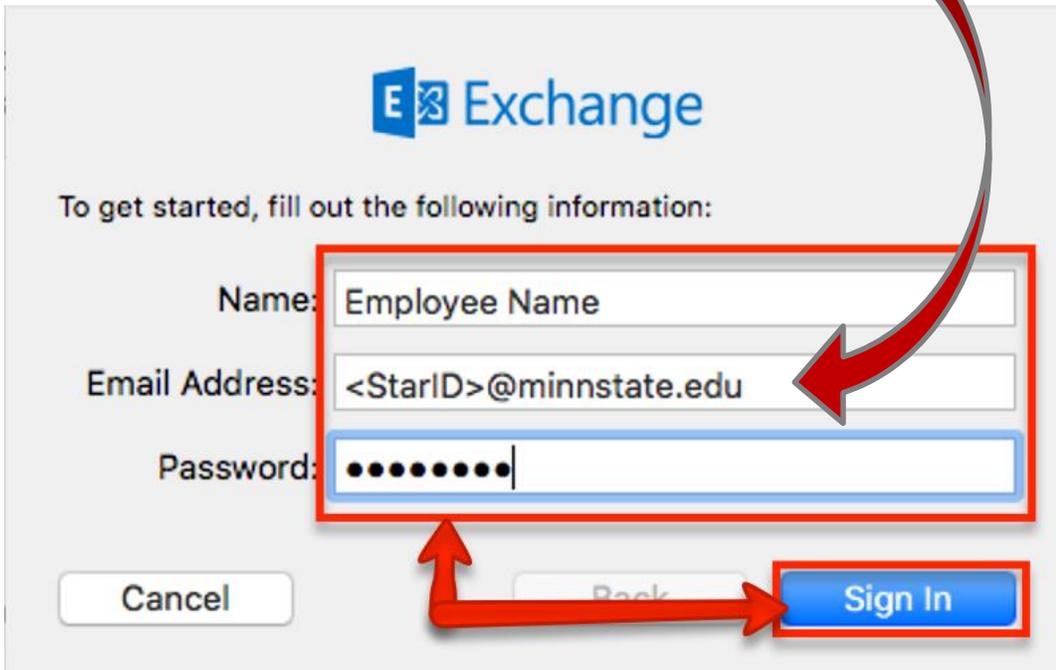


4. Click on **Exchange**.



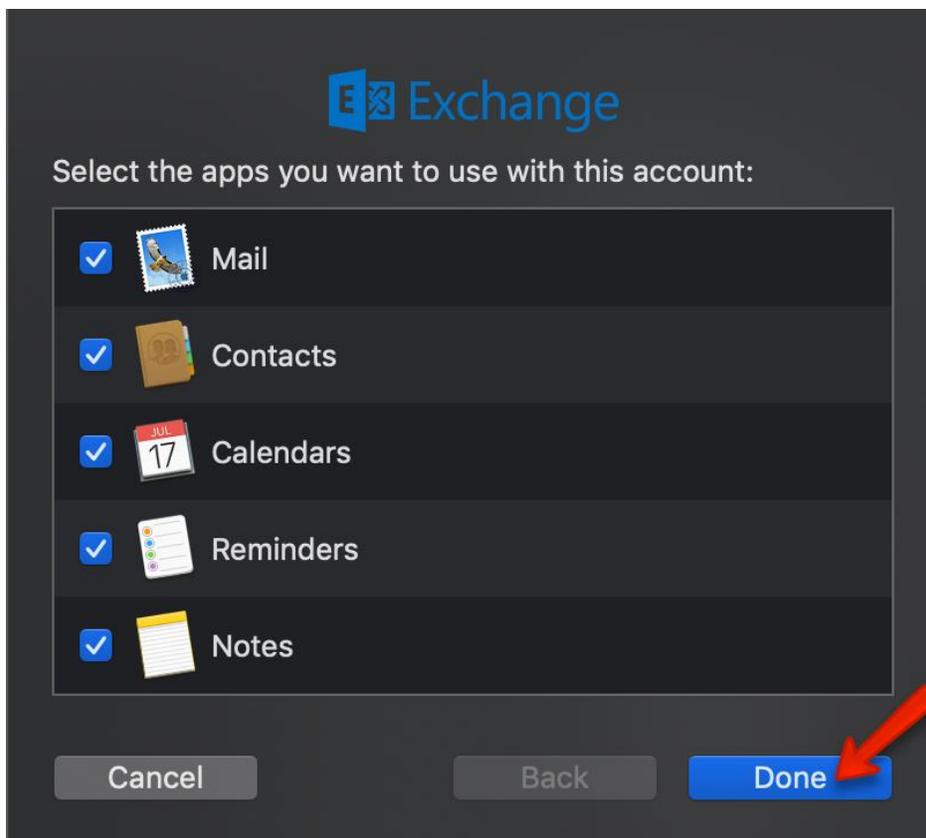
5. In the Email Address field, enter your appropriate StarID account information and password, then click Sign In.

- Students: <Your StarID>@go.minnstate.edu
- Faculty and Staff: <Your StarID>@minnstate.edu



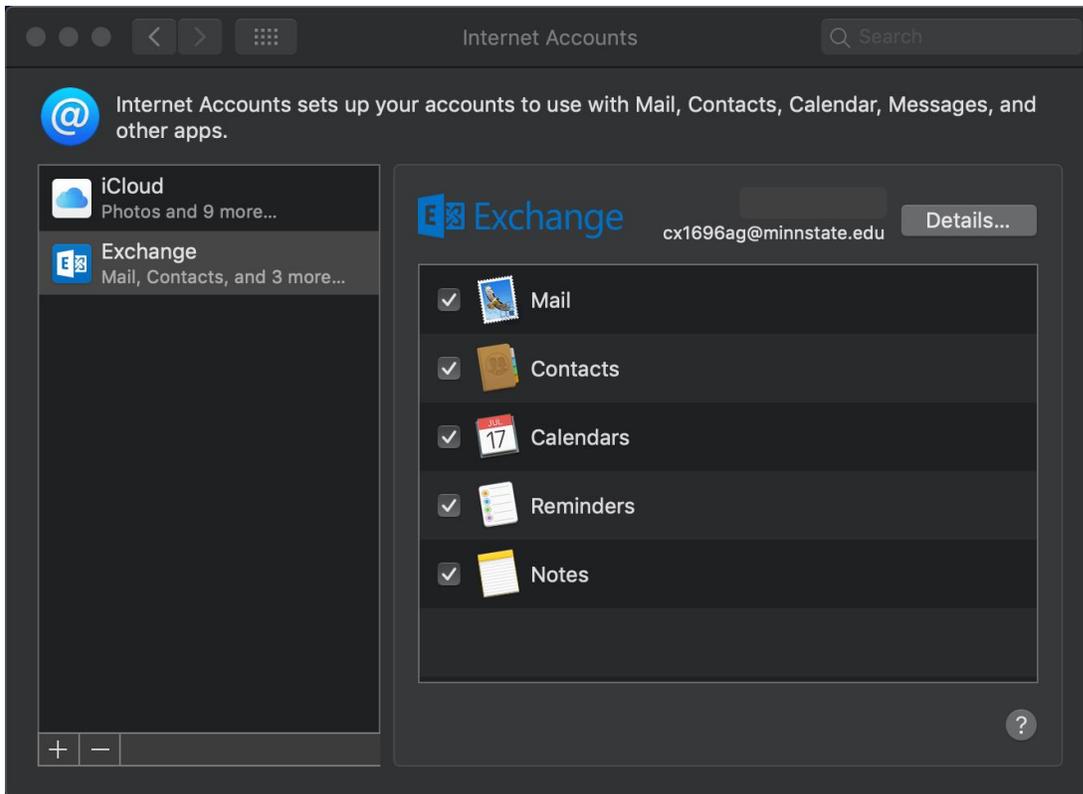
The screenshot shows the Exchange sign-in interface. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the placeholder "Employee Name", "Email Address:" with the placeholder "<StarID>@minnstate.edu", and "Password:" with a masked password of ten dots. Below the fields are three buttons: "Cancel", "Back", and "Sign In". Red arrows highlight the "Email Address" and "Password" fields, and the "Sign In" button. A large red arrow also points from the top right towards the "Email Address" field.

6. Click Done.



The screenshot shows the Exchange app selection screen. At the top is the Exchange logo. Below it, the text reads "Select the apps you want to use with this account:". There is a list of five apps, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (address book icon), "Calendars" (calendar icon showing "JUL 17"), "Reminders" (notepad icon), and "Notes" (notepad icon). At the bottom are three buttons: "Cancel", "Back", and "Done". A red arrow points to the "Done" button.

7. Close this window



8. Launch your mail via the **mail icon** to see your email.

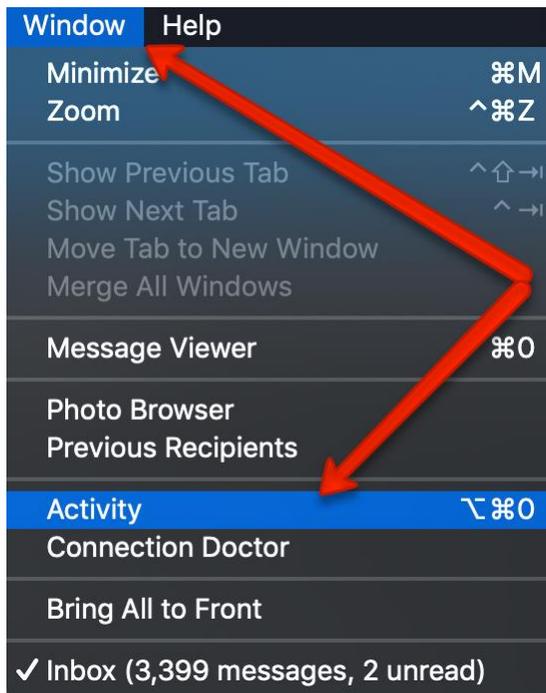


NOTE: IT MAY TAKE SOME TIME TO DOWNLOAD AND SYNC WITH ALL YOUR EMAIL.

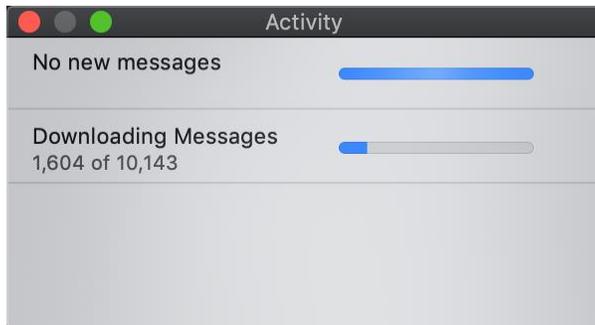
Continue to the next steps to view your mailbox activity (optional)

To view your mailbox activity, perform the following;

- Open Mac Mail client
- Click **Window > Activity**



- This will open a new Activity window that shows the current status of the mailbox



For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.