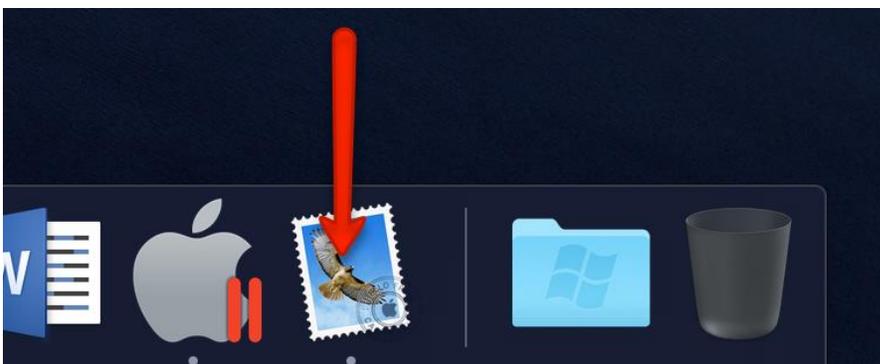


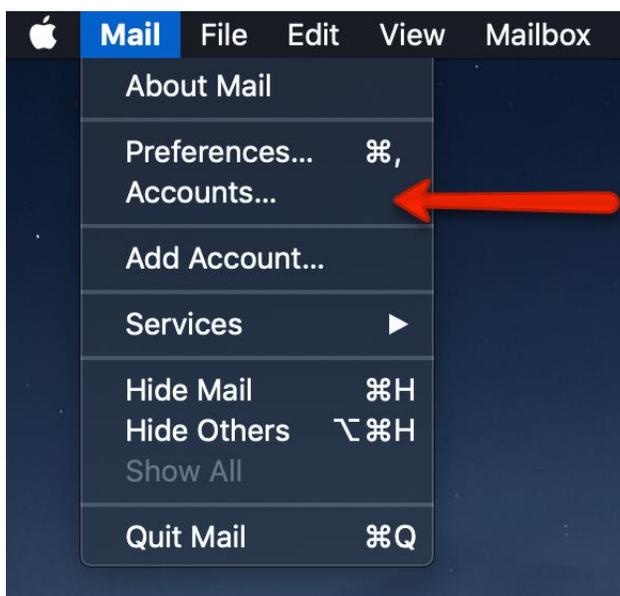
Topic: Setup instructions for Mac/Apple Mail with O365

**These instructions apply to Mac Mail for installation on Mojave

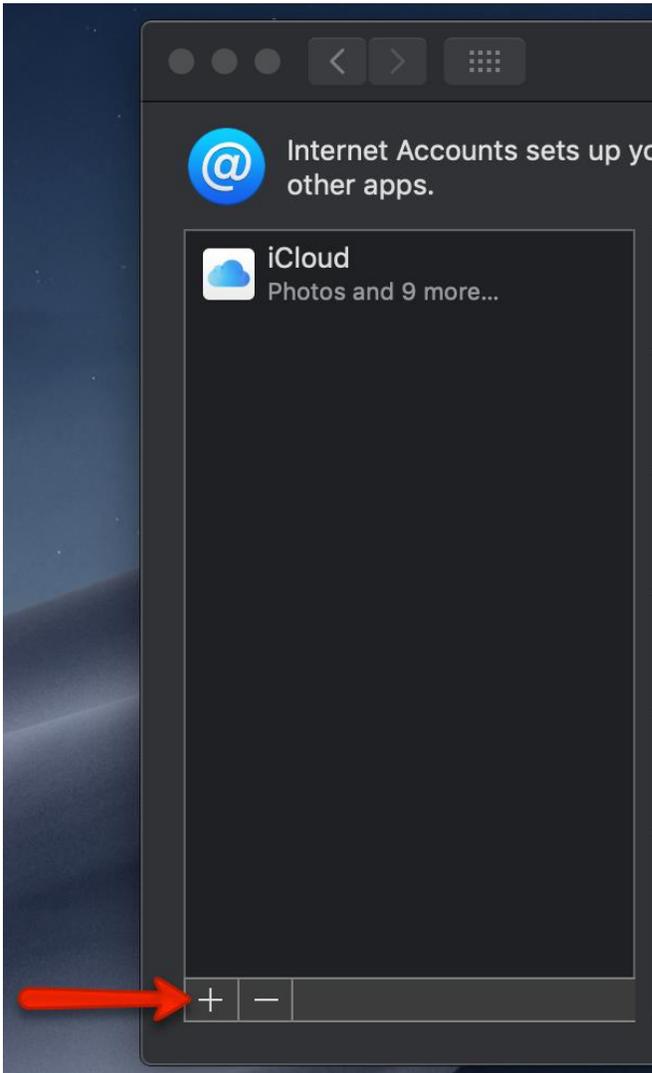
1. Open your **Mail Client**



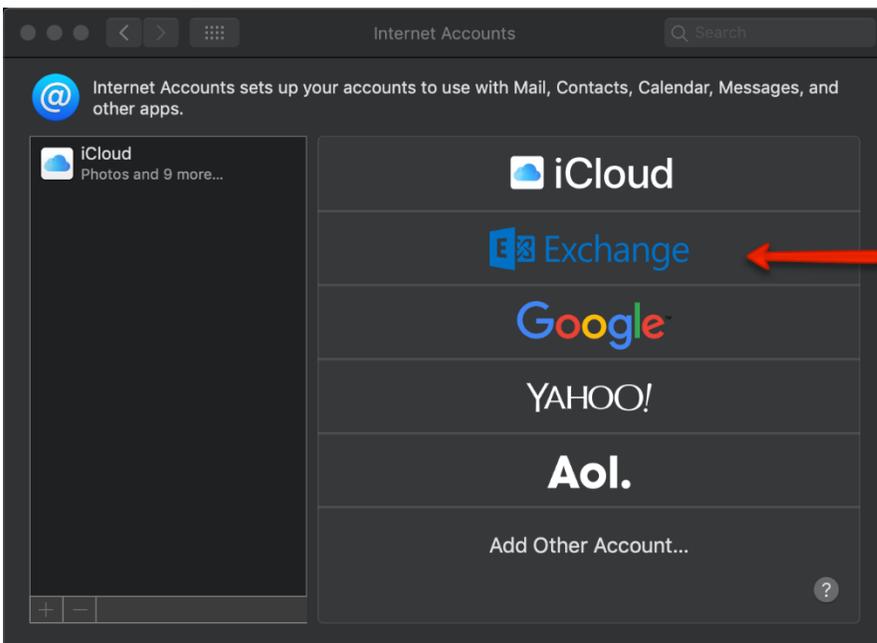
2. Click the **Mail** menu and go to **Accounts...**



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

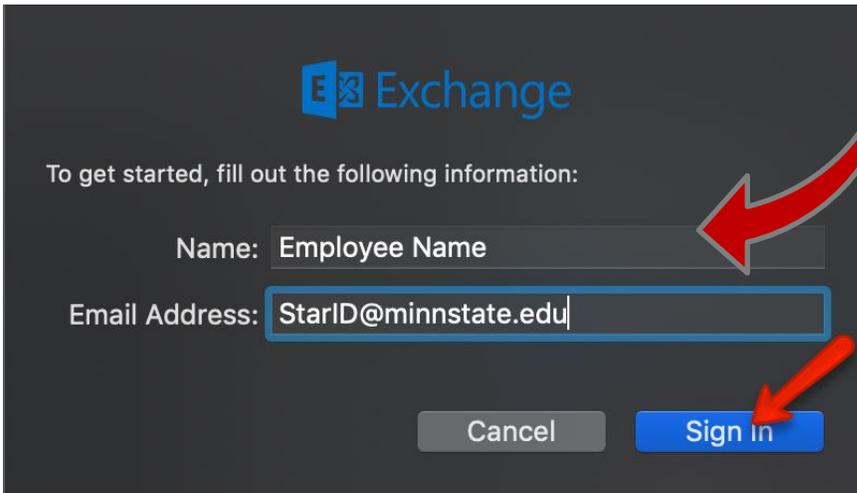


4. Click on **Exchange**.



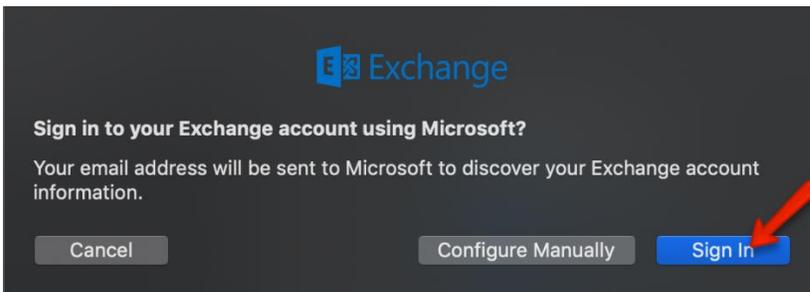
5. In the Email Address field, enter your appropriate StarID account information, then click Sign In.

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



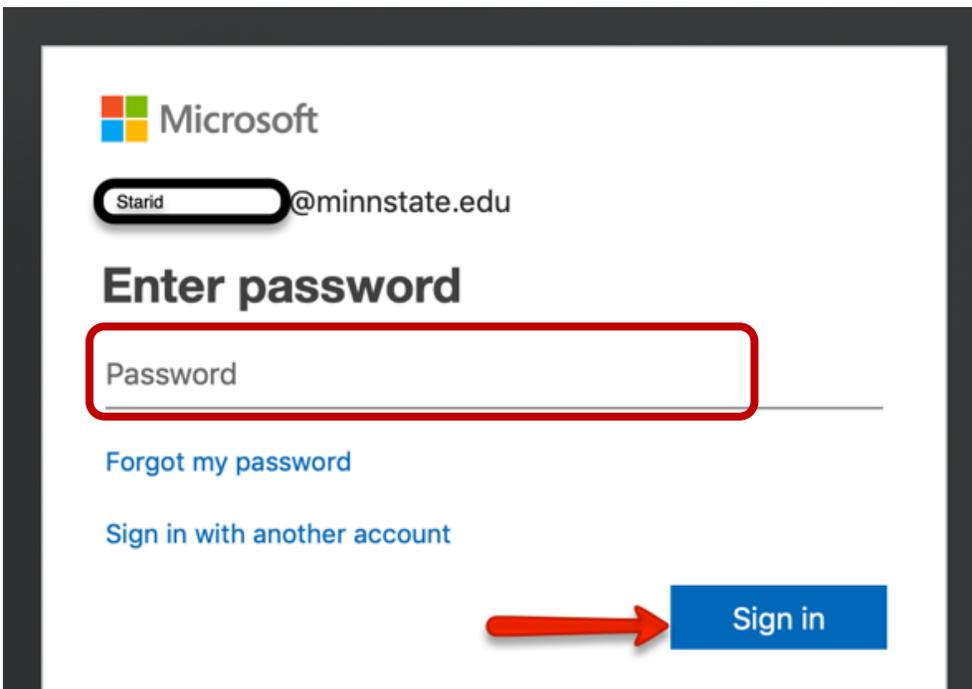
The screenshot shows the Microsoft Exchange sign-in interface. At the top, the Exchange logo is displayed. Below it, the text reads "To get started, fill out the following information:". There are two input fields: "Name: Employee Name" and "Email Address: StarID@minnstate.edu". The "Email Address" field is highlighted with a blue border. At the bottom, there are two buttons: "Cancel" and "Sign In". A red arrow points from the top right towards the "Sign In" button.

6. Click Sign in.



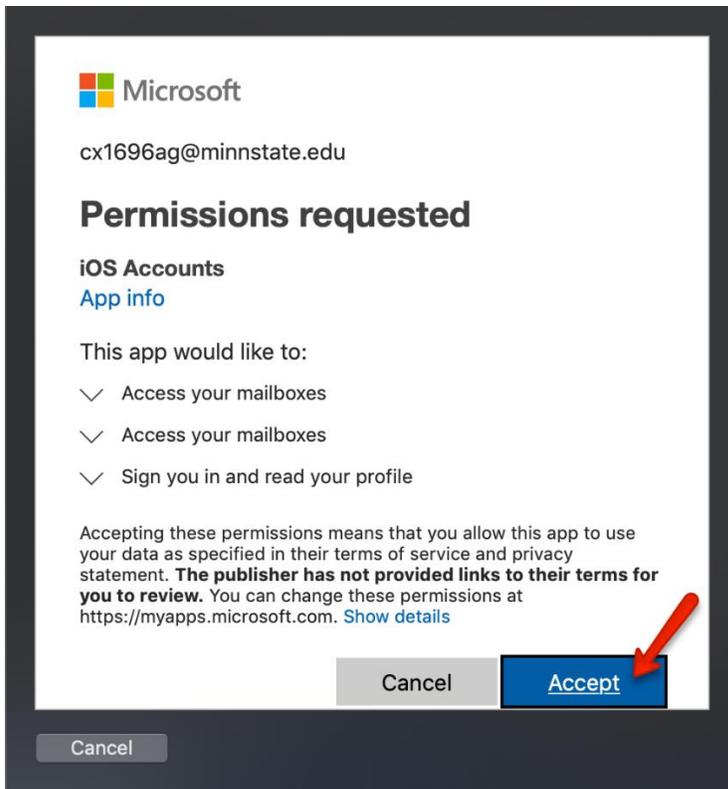
The screenshot shows the Microsoft Exchange sign-in confirmation screen. At the top, the Exchange logo is displayed. Below it, the text reads "Sign in to your Exchange account using Microsoft?". Underneath, it says "Your email address will be sent to Microsoft to discover your Exchange account information." At the bottom, there are three buttons: "Cancel", "Configure Manually", and "Sign In". A red arrow points to the "Sign In" button.

7. Enter your StarID Password and click Sign In.

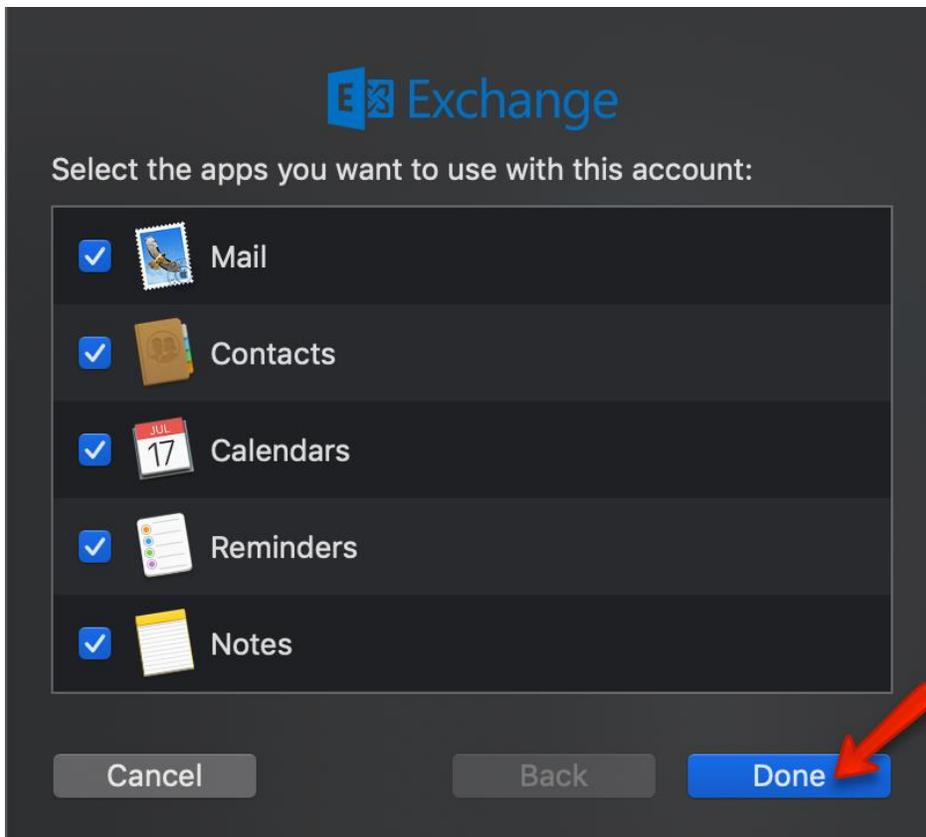


The screenshot shows the Microsoft password entry screen. At the top, the Microsoft logo is displayed. Below it, the text reads "Starid @minnstate.edu". Underneath, it says "Enter password". There is a password input field with a red border. Below the input field, there are two links: "Forgot my password" and "Sign in with another account". At the bottom, there is a "Sign in" button with a red arrow pointing to it.

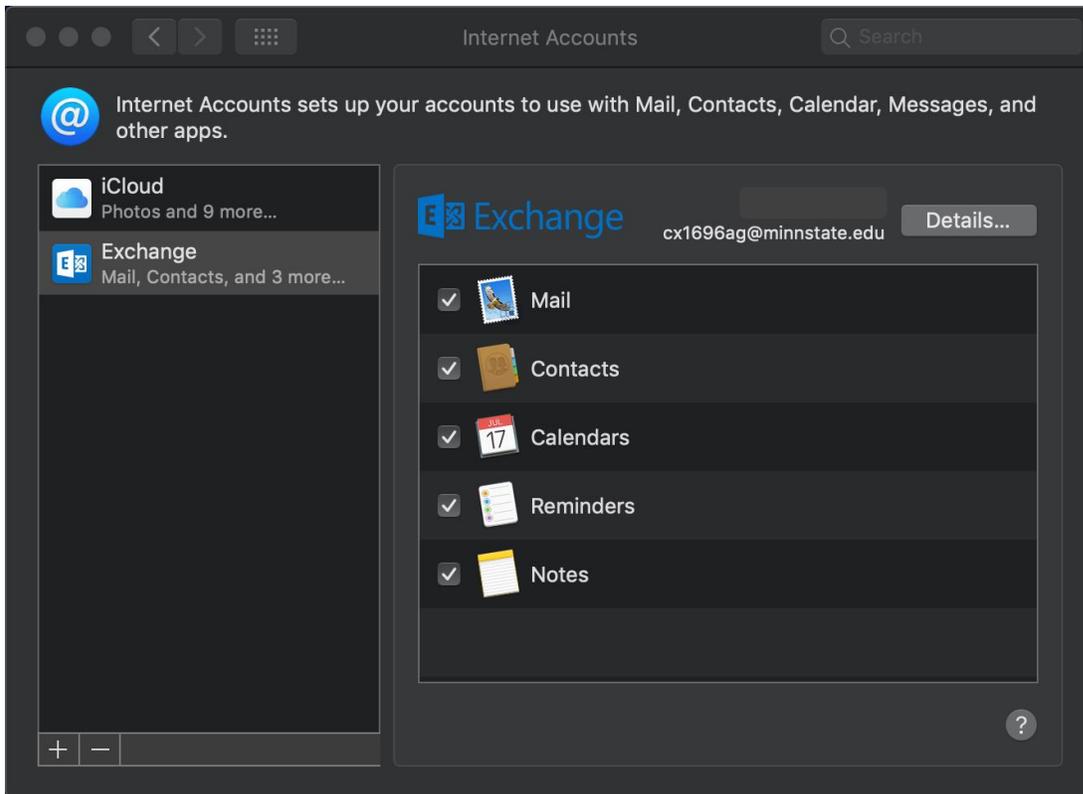
8. Click **Accept**.



9. Click **Done**.



10. Close this window



11. Launch your mail via the mail icon to see your email.

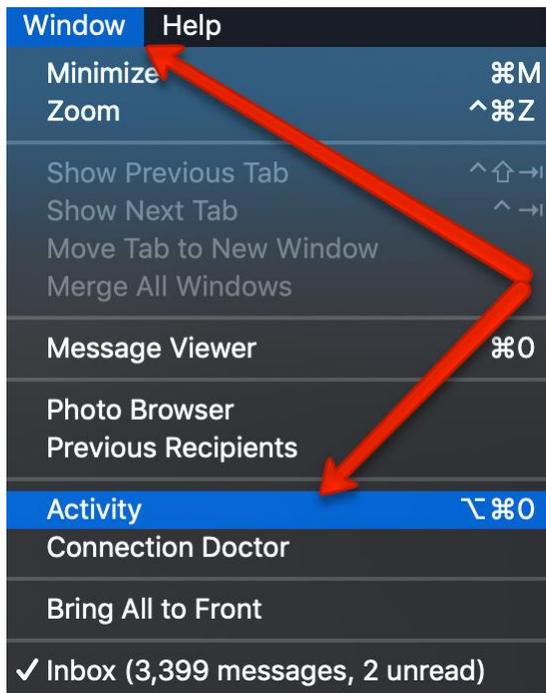


NOTE: IT MAY TAKE SOME TIME TO DOWNLOAD AND SYNC WITH ALL YOUR EMAIL.

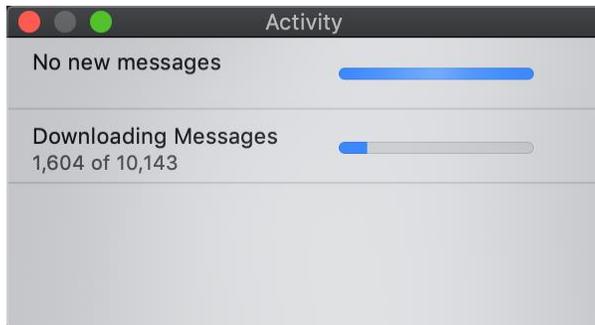
Continue to the next steps to view your mailbox activity (optional)

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.