



# HOW TO ADD 365 EMAIL TO MAC MAIL APP QUICK GUIDE



**SYSTEMAGIC**  
DOING IT DIFFERENTLY

# DESCRIPTION

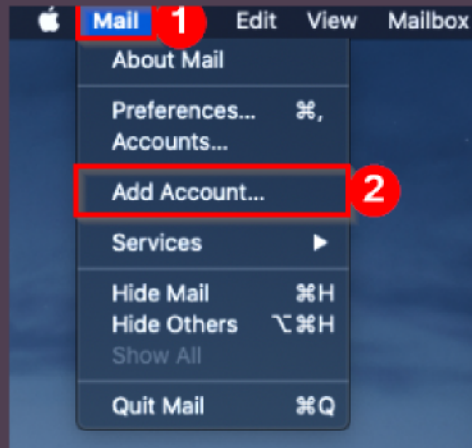
This guide will walk the user through how to add a 365 account to **mac mail**.



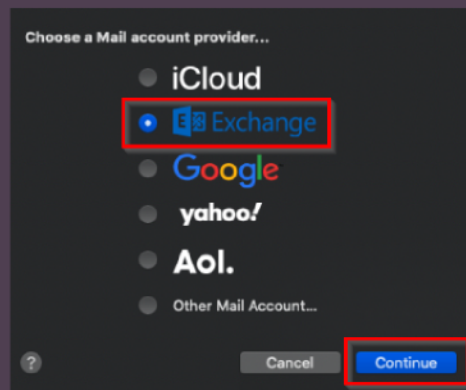
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1.

Open the Mail application. Once open, on the top bar click 'Mail' then '**Add Account**'

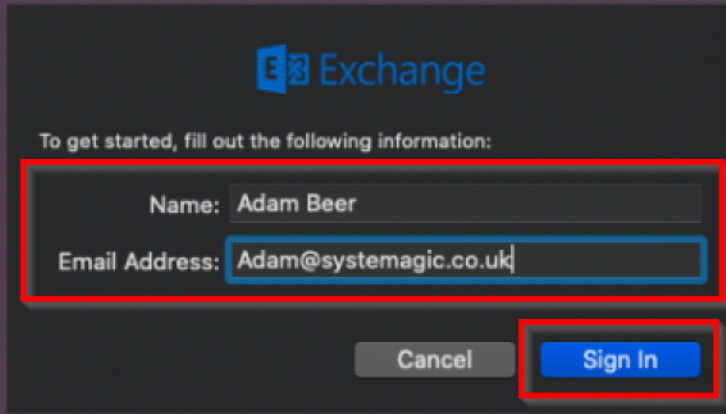


A menu will slide open, **choose Exchange** and click continue:



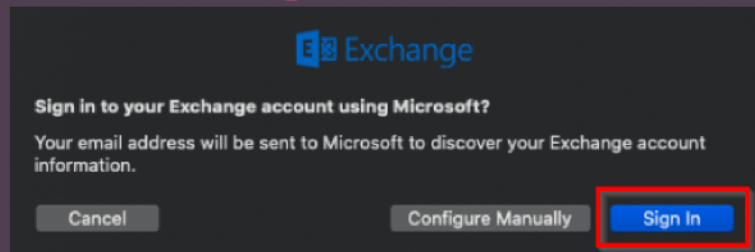
Enter your name and email address,  
then click **sign in**:

2.



The image shows a dark-themed window titled "Exchange". Below the title is the instruction "To get started, fill out the following information:". There are two input fields: "Name:" with the text "Adam Beer" and "Email Address:" with the text "Adam@systemagic.co.uk". The "Email Address" field is highlighted with a blue border. Below the fields are two buttons: "Cancel" and "Sign In". The "Sign In" button is highlighted with a red border.

You'll then be prompted to sign in or  
configure manually, **choose sign in**:



The image shows a dark-themed window titled "Exchange". Below the title is the prompt "Sign in to your Exchange account using Microsoft?". Below this is the text "Your email address will be sent to Microsoft to discover your Exchange account information.". There are three buttons: "Cancel", "Configure Manually", and "Sign In". The "Sign In" button is highlighted with a red border.



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# 3.

You should then be prompted to  
**enter your email password**  
enter the password you've been  
provided and click sign in

Microsoft  
adam@systemagic.co.uk  
**Enter password**  
.....  
[Forgotten my password](#)  
[Sign in with another account](#)  
**Sign in**  
[Terms of use](#) [Privacy & cookies](#) ...  
[Cancel](#)

Microsoft  
adam@systemagic.co.uk  
**Approve sign-in request**  
Open your Microsoft Authenticator app and approve the request to sign in.  
Having trouble? [Sign in another way](#)  
[Terms of use](#) [Privacy & cookies](#) ...

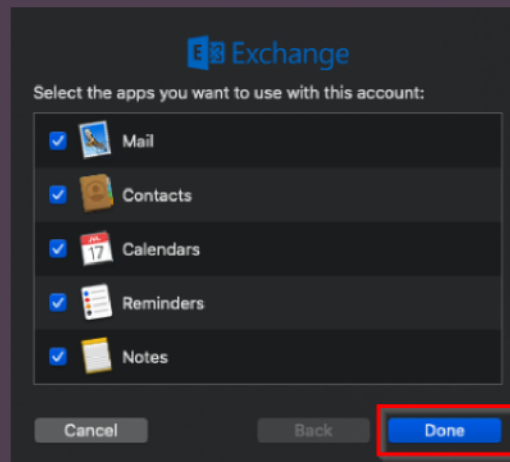
If you have multifactor authentication you'll be prompted to authenticate.



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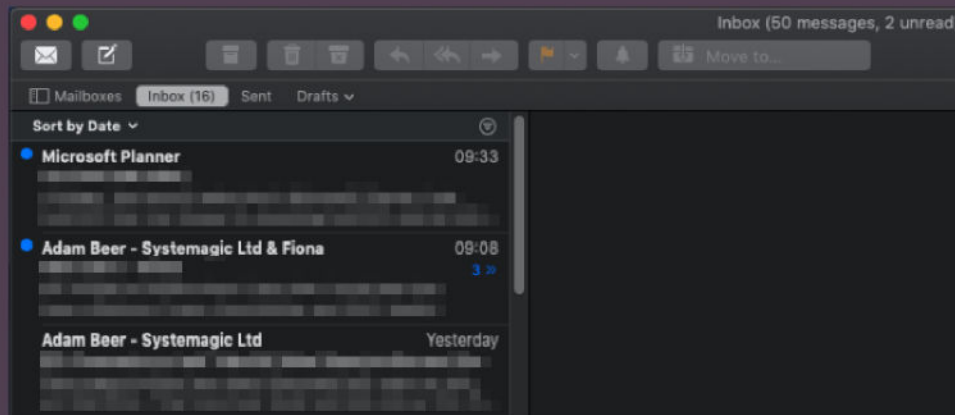
4.

Once signed in you'll be asked what you want to sync with your machine, you can **leave everything ticked** then click Done:





You should now see all of your emails load up on the left hand side.  
You can now **send and receive** emails using mac mail:



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