

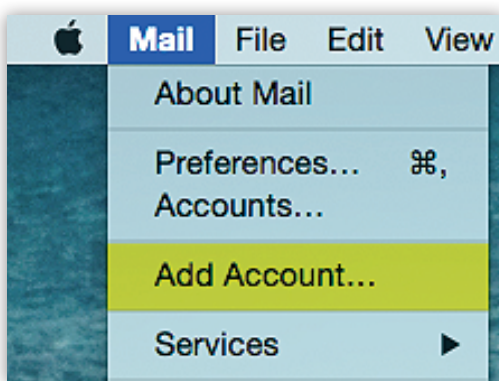
How to set up Exchange Online in Apple Mail

OSX 10.9 (Mavericks) and OSX 10.10 (Yosemite)



Before you start: If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at password.csx.cam.ac.uk. You can keep using your current password – the important part is that you run through the process one time only in order to trigger the sync with Blue, and then onwards to Azure, Microsoft's Active Directory which ultimately controls your access to Exchange Online services. **It may take up to 3 hours for your password to sync to Azure. You can't complete the Exchange Online configuration until your UIS Password has synced with Azure, and will get error messages when you try to log in. These errors will stop once your password has synced.**

1. Open the **Mail** application.
2. **Mail > Add Account...**
4. Fill in your **Name**. Your **Email Address** is your CRSid@cam.ac.uk. Your **Password** is your UIS Password. Click **Continue**.



3. Choose **Exchange** and click **Continue**

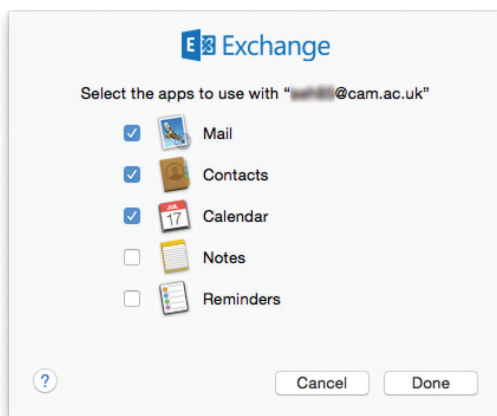
5. Enter a **Description** for your new mailbox.

Your **User Name** will be auto-filled with your CRSid, but you will need to add the '@cam.ac.uk' Set the **Server Address** to **outlook.office365.com**, and click **Continue**:

6. When **Mail** has connected the Exchange server, you will have the chance to choose which apps you would like to use with your new account.

Mail is selected by default, but to get most benefit from switching to Exchange Online, include **Contacts** and **Calendar**, too.

Click **Done** to finish.



7. You will now see your new Exchange mailbox listed (called what you typed into the optional Description field in step 5) in your **Mail** window.

