

# How to auto-configure Apple Mail in Mac OSX and macOS

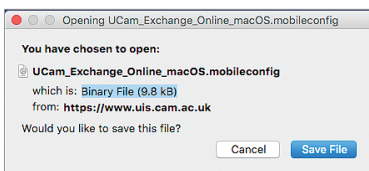


**Before you start:** If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at [password.csx.cam.ac.uk](http://password.csx.cam.ac.uk). You can keep using your current password – the important 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. Using a web browser and download the **UCam\_Exchange\_Online\_macOS.mobileconfig** file from:

<http://help.uis.cam.ac.uk/exchange-online-migration/macOS/view>

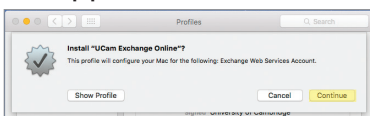
2. Click the **Save File** button:



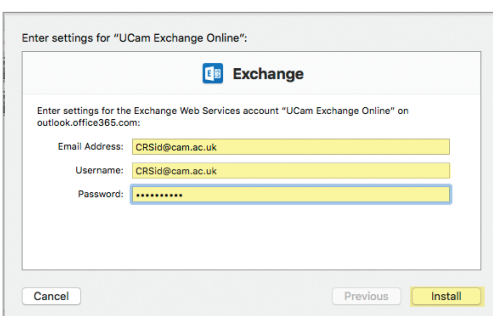
3. Locate the file (probably in your **Downloads** folder), and double-click to open it:



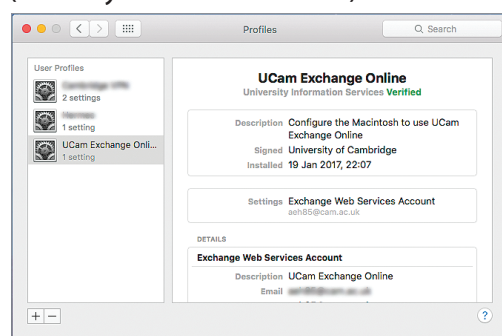
4. The **Profile** window will open and an alert box will appear. Click the **Continue** button:



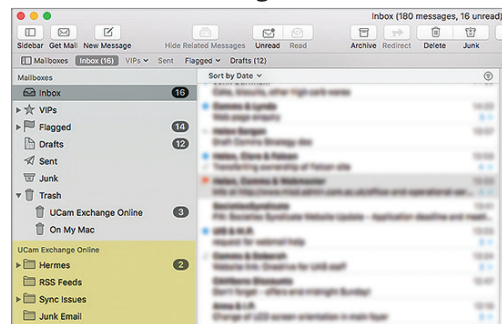
5. Enter your **CRSid@cam.ac.uk** address for both the **Email Address** and **Username**, and your **UIS Password**, and click the **Install** button:



6. You will see a new Profile called **Ucam Exchange Online** listed in the **Profiles** window, (which you can now close):



7. Open **Apple Mail**, and you will see your new **UCam Exchange Online** account listed:



8. Select **File > Accounts** and select your **UCam Exchange Online** profile to choose which apps will sync with Exchange:

