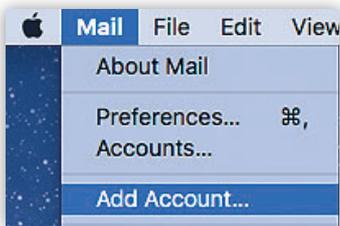# How to set up Apple Mail in Mac OS X 10.11 (El Capitain)
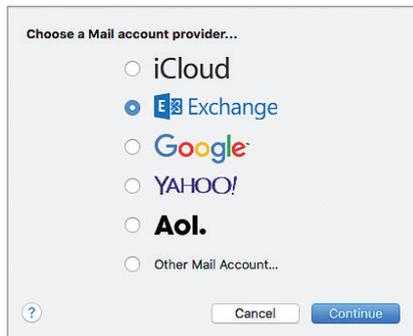
Before you start: *If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at* **password.csx.cam.ac.uk**. *You can keep using your current password – the important part is that you run through 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.*
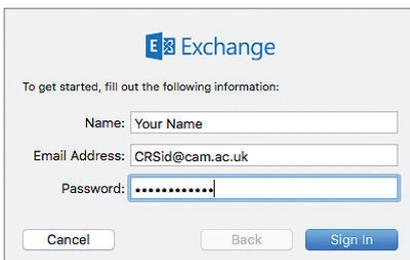
1. Open the **Mail** application.

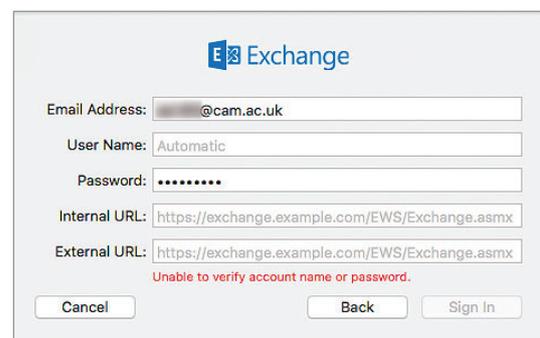2. **Mail** > **Add Account...**

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

4. Fill in your **Name.**
   Your **Email Address** is your *CRSid@cam.ac.uk.*
   Your **Password** is your *UIS Password.*
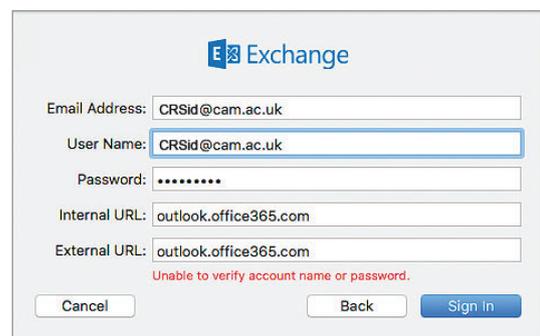   Click **Sign In**:

5. This will generate an error alert:

You will need to add the server information, and complete the other fields, as follows:

The **Email Address** will be auto-filled with your *CRSid@cam.ac.uk address*, but you will need to add your **User Name** (*CRSid@cam.ac.uk*).
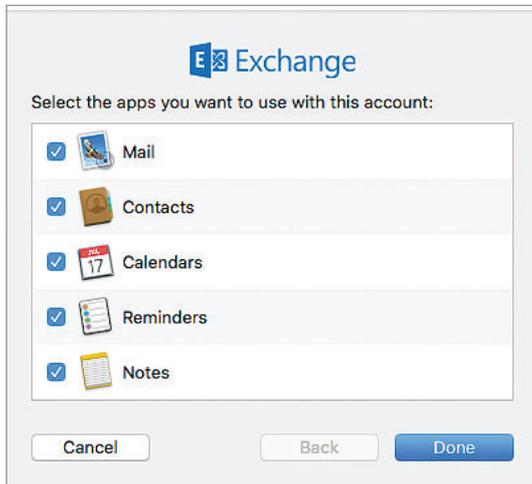
Set both the **Internal** and **External URL** to *outlook.office365.com*
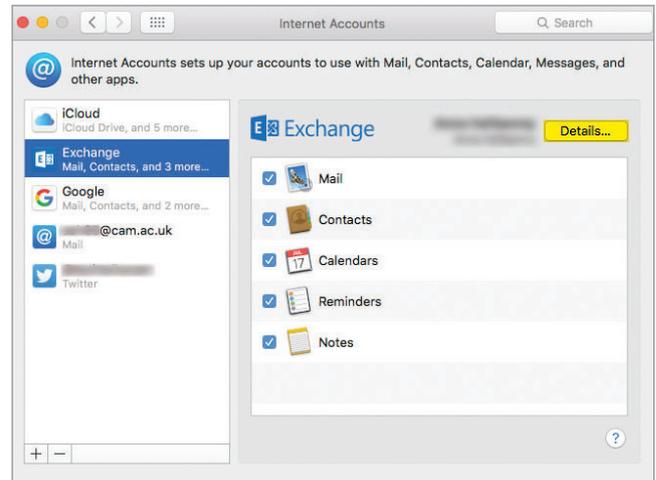Click **Sign In**:

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.
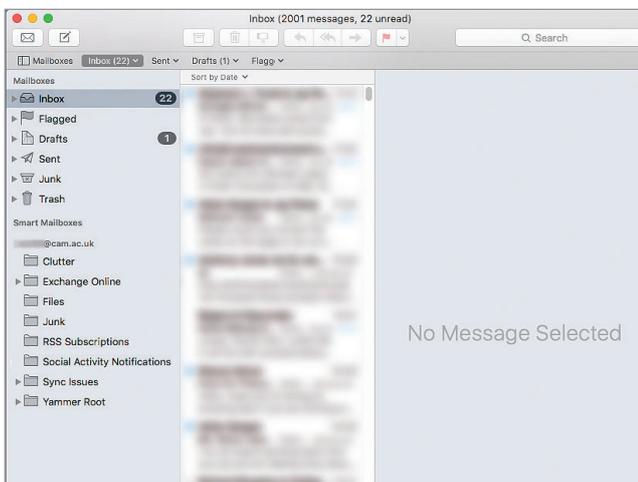
    Click **Done** to finish:

7. You will now see your new Exchange mailbox listed :

8. To edit the display name of your new Exchange Online account, go to **Mail** > **Accounts.**

9. Click the new mailbox name to select it, and click the **Details** button to open the editing dialog box:

10. Enter a *Description* which will be used as the display name for your mailbox.
    Click **OK** to save: