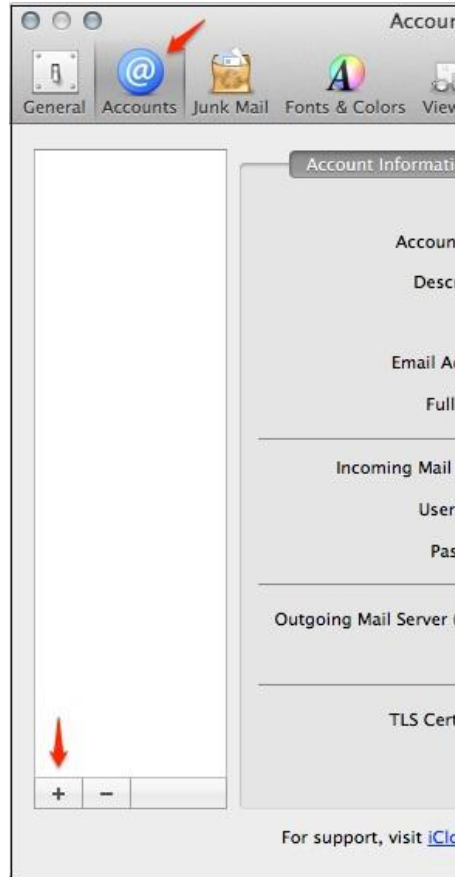


## Setting up Apple Mail (OSX 10.6 or Earlier)

1. Open **Mail**.
2. **If you are using Apple Mail for the first time, skip to step 4.** In the top-left corner of your screen, select the **Mail** menu and click **Preferences**.



3. Select the **Accounts** section, Then click the '+' sign in the bottom-left corner.



4. An Add Account window will appear. Please provide the following information:
- Full Name
  - Email Address, **username@lawrence.edu** (smithj@lawrence.edu)
  - Password your **Lawrence email password**



5. **If AutoDiscover succeeds, please skip to step 8.** AutoDiscover may display an error message after attempting to find your settings. Please click **Continue**.

6. In the **Incoming Mail Server** window, please provide the following information then click Continue:

- Account Type: Exchange (choose IMAP if not available)
- Description: Office 365
- Incoming Mail Server: outlook.office365.com
- User Name: your Lawrence **username@lawrence.edu**  
(smithj@lawrence.edu)
- Password: your **Lawrence email password**



**Note:** The checkboxes shown in the screenshot may not be present in earlier versions of Apple Mail.

7. In the Outgoing Mail Server window, please provide the following information:

- Description: Office 365
- Outgoing Mail Server: outlook.office365.com (If using Exchange), smtp.office365.com (If using IMAP)
- Use only this server; Checked
- Use Authentication: Checked
- User Name: enter your Lawrence **username@lawrence.edu** (smithj@lawrence.edu)
- Password: your **Lawrence email password**



- An **Account Summary** page will show. Please verify the settings, check the checkbox next to **Take account online** and click **Create**