MacMail Set-Up after Migration to Office 365

Version 10.12 or higher

1. Open the Apple mail application.
2. Click on, Mail located on the top left of your screen beside the Apple logo.
3. Under the mail drop down menu select, ACCOUNTS. A window should appear with the header, “Internet Accounts.”
4. Click on Exchange on the left hand side to highlight and verify the email address, then click on the MINUS button located on the bottom-left of the current window.
5. A prompt will appear. Click, “OK” to delete the account.
6. To re-add account, click on the PLUS button. Then select, EXCHANGE on the right.
7. Fill in the corresponding fields with your WMuserid and password. **DO NOT MAKE ANY CHANGES TO THE SERVER SETTINGS IF PROMPTED.**
8. Ensure that the, “Mail” setting is selected, then select other applications you would like to sync. Click, DONE when finished.

Email will begin to populate. Please wait a few minutes.

If you have multiple exchange accounts with William & Mary, these steps needs to be applied to each account.
Outlook 2016

1. Open Outlook 2016 for Mac.
2. Click on, OUTLOOK located on the top left of your screen beside the Apple logo.
3. Under the Outlook drop down menu, select PREFERENCES. A window will appear with the header, “Outlook Preferences.”
4. Under Personal Settings select, ACCOUNTS.
5. Under the Accounts window, select your WM account on the left. Then click the MINUS button located on the bottom left of the Accounts window.
6. To re-add account, click the PLUS button on the bottom left of the window.
7. Select EXCHANGE, and then fill in the corresponding fields. NOTE: For the field username, you must type in CAMPUS\Yourusername. (refer to image below)

![Exchange Account Information](image)

8. A prompt will appear (refer to image below). Check the box to, “Always allow my response.” Then click, ALLOW.

![Outlook Redirection](image)

9. At that time, you will be redirected to William & Mary’s Central Authentication Service. Please sign-in with your WMuserid & Password.
10. Close out of the ACCOUNTS window and your email will begin to populate.