

Configure Apple Mail for Office 365

Scenario: If you have been moved to Office 365 and use Apple Mail, you may have to follow these steps to reconfigure Apple Mail.

Procedure:

1. Launch Apple Mail
2. Choose Mail > Preferences, then click Accounts
3. Select your King's account, then click 'Remove (—)'
4. Again, Choose Mail > Preferences, then click Accounts
5. Select the 'Add (+)' option
6. When prompted, Choose 'Exchange'
7. In the next dialogue box, enter your **Name, King's Email Address,** and **King's Email Password**
8. In the following dialogue box, choose the desired apps to use with your King's email
9. Close the account menu
10. Your Apple Mail should begin to populate with your mailbox items



** If you run into any difficulties, please contact the help desk at (4357)
or email help at 'help@kings.edu'