

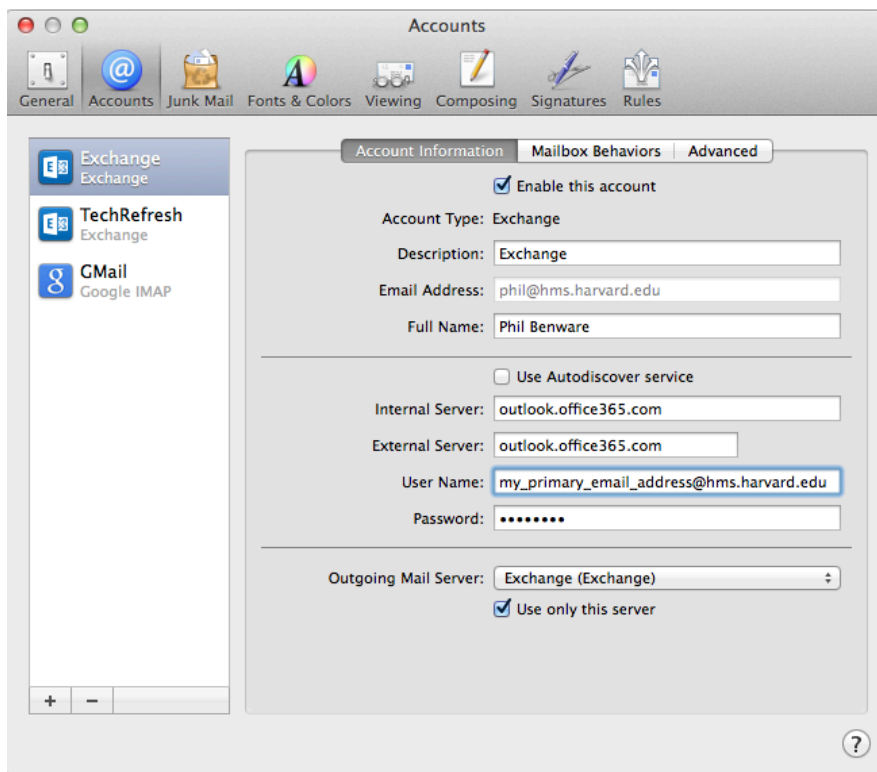
Office 365 Migration for Apple Mail - Mail Accounts Preference

Use these instructions to reconfigure your Apple Mail application once you have been migrated to Office 365 email and calendaring services.

Once you've been migrated, you will not be able to access your mailbox with Apple Mail until you follow these steps.

Updating Apple Mail Settings for Office 365

1. Launch **Apple Mail**.
2. Click on the **Mail** menu, located in the upper left corner, next to the Apple icon.
3. Select **Preferences**.
4. Click on **Accounts**
5. Select the desired **HMS Exchange** account.



6. Under the **Account information** tab, change the following settings:
 - a. Use Autodiscover service: **OFF**
 - b. Internal Server: **outlook.office365.com**
 - c. External Server: **outlook.office365.com**
 - d. User Name: Your full **Primary email address**, usually in the form of **firstName_lastName@hms.harvard.edu**.
Note: You can confirm your primary email address in the [HMS White Pages](#).
7. Close the Account window by clicking the close button in the upper left corner.
8. Click Save when prompted.

Apple Mail is now configured to connect to the Office 365 email system.

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Additional Application Changes

If you use any of the following applications to access information on Exchange, additional changes need to be made to each of those applications

- Calendar/iCal
- Contacts/Address Book
- Notes
- Reminders

Note: Not all applications are available on all versions of Mac OS X.

Connect from Anywhere!

Make sure to try [Outlook Web Access](#) (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).