Adding an Exchange Account to Mail

Exchange accounts can be added from Mail preferences.

1. Open Mail (click its icon in the Dock, or open it from the Applications folder).
2. From the Mail menu, choose Preferences.
3. Click Accounts in the toolbar.
4. Click the Add Account (+) button.
5. Select Exchange from the list of account types available.
6. Enter your name, email address, and password in the sheet that appears, then click Continue.
7. Depending on the autodiscovery settings of your Exchange server, an additional configuration sheet may or may not appear. If required, this configuration page will request your server address. The server address for your Office 365 account would be outlook.office365.com.
8. Features such as contacts and calendars can also be used with Exchange. Select the options you want to use with your Exchange server, then click Continue.
9. In earlier versions of OS X, a summary sheet appears when you complete setup. If this information in the summary appears correct, click Create. If you need to make changes, click Go Back. Select the option "Take account online" to start using your Exchange account immediately after finishing setup.