Apple (OSX Mail)

Macintosh Mail Setup for Office365

Setting up Email

1. Open Mail from your Applications folder

2. Select Exchange, then click Continue
3. Type in your name, your DMU Email Address as `username@alumni.dmu.edu` and your password, then click **Continue**

   ![Exchange login page](image-url)

4. Type your User Name as `username@alumni.dmu.edu` and the Server Address as `outlook.office365.com`, then click **Continue**

   ![Exchange account settings](image-url)

*(Your username used to be JETSONS\Username now it is Username@alumni.dmu.edu)*

Make sure to use the new Username format.

**Note:** for Office 365, NO domain backslash is needed.

**Note:** If you receiving any login errors, please check and type your email address and/or password again. Also ensure you have a good network connection.