

Configure Apple Mail

This guide will show the reader how to configure Apple Mail using their Office 365 account.

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Step 1 — Configure Apple Mail

•				System Preferences			Q, Search			M.C.			
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- In System Preferences, select Internet Accounts.
- Select Exchange.

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Step 2

Internet Ac		Messages, and		Internet Accounts	Q Search
iCloud To a	et started, fill out the following information:	measagea, and	Internet Ac other apps	E ፼ Exchange	Messages, an
Contacts and wayne_pete Mail, Contacts	Name: Summer Roberts mail Address: Summer_Roberts@students.laboure.edu		Contacts and Mail, Contacts		
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Wheelock Inactive	Cancel Back Sign In		Game Center Game Center Game Center Mheelock Inactive	 Calendars Reminders 	
G Google	facebook		G Gmail Inactive	Notes	
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- Enter the requested login information.
- Select Sign In.
- Mark the checkbox for each service you want to sync to your Mac.
- Click **Done**.
- Your Labouré account is now added to the accounts synced to your Mac. You will be able to retrieve your Labouré email through the Apple Mail app.

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