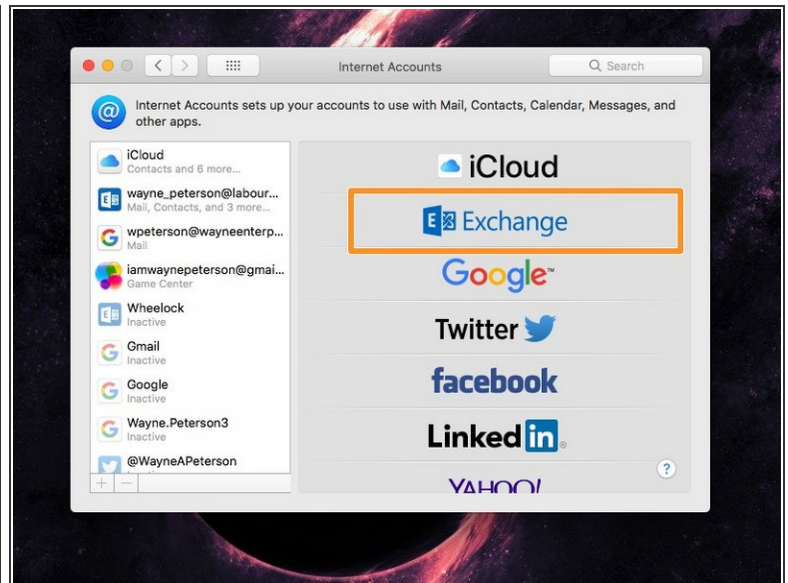# Configure Apple Mail
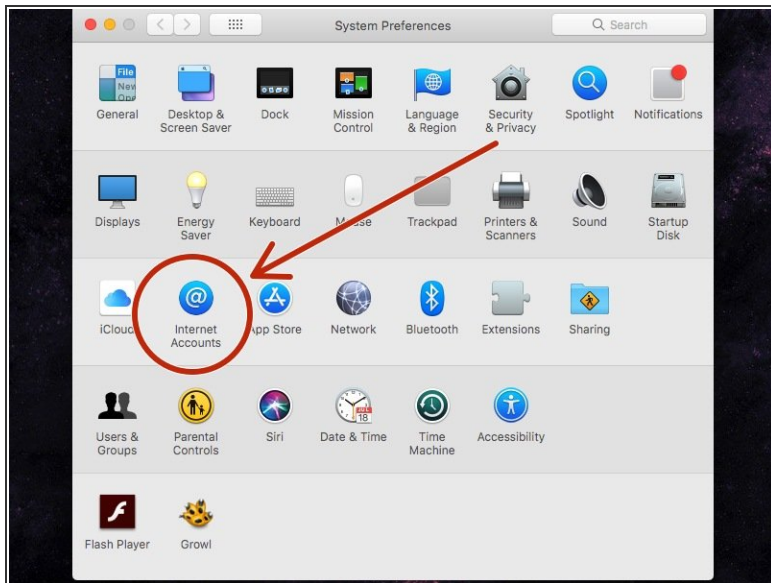
This guide will show the reader how to configure Apple Mail using their Office 365 account.

Written By: Wayne Peterson
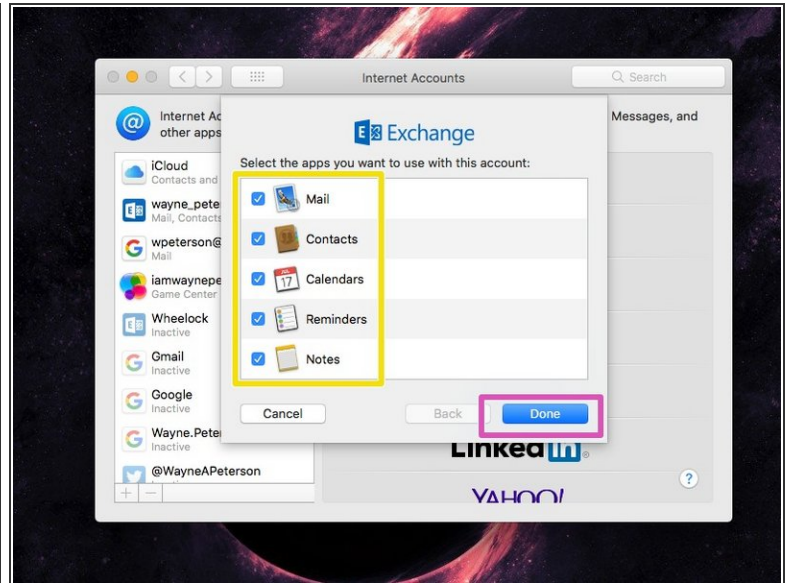

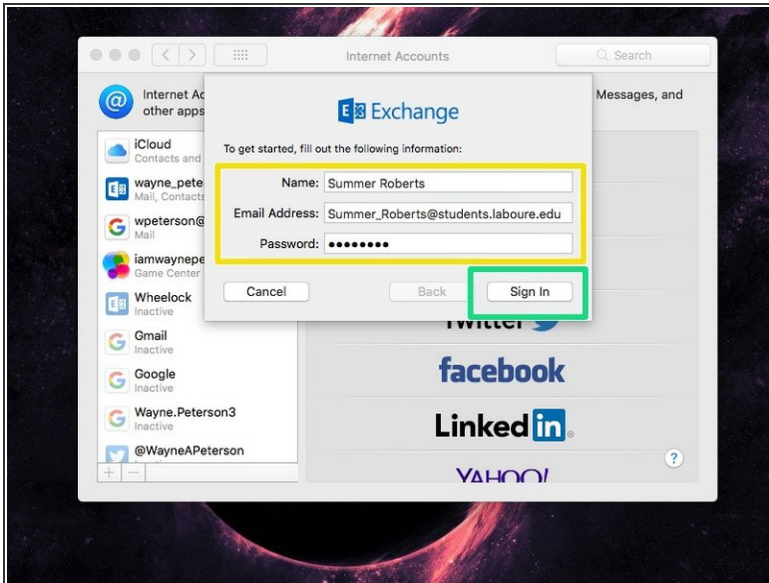This document was generated on 2021-12-27 10:22:45 PM (MST).

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Step 1 — Configure Apple Mail

- In **System Preferences**, select **Internet Accounts**.

- Select **Exchange**.

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Step 2

- 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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