

Apple Mail

Version 3

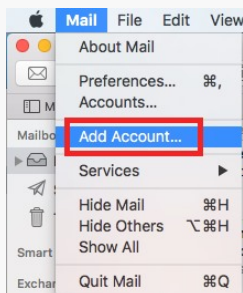
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Configuring Apple Mail

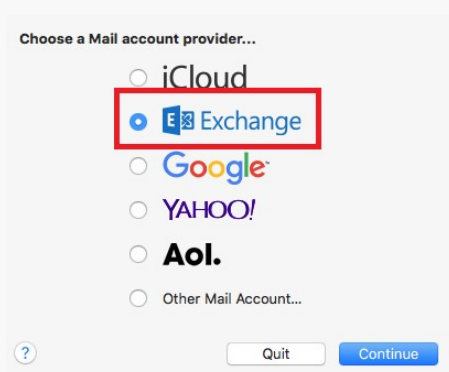
Apple Mail is a simple email client that supports some, but not all, of the Seneca email features available with Microsoft Outlook.

To setup your Office 365 account in Apple Mail:

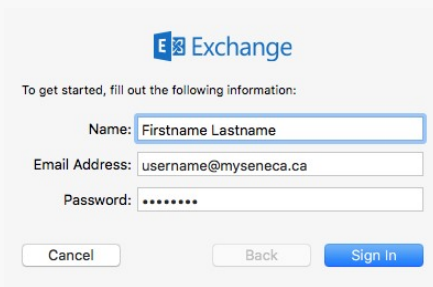
1. Launch Apple Mail.
2. If the *Choose a Mail account provider...* screen does not pop up automatically, click the Mail pulldown and click Add Account...



3. On the *Choose a Mail account provider...* screen, click Exchange and click Continue.

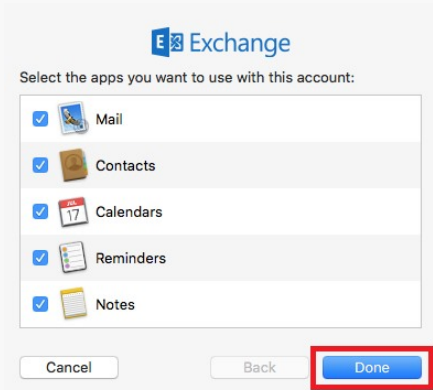


4. Type your name, email address, and password into their respective fields. Click Sign In.



The screenshot shows the Exchange sign-in interface. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the placeholder "Firstname Lastname", "Email Address:" with the placeholder "username@myseneca.ca", and "Password:" with a masked password "*****". At the bottom are three buttons: "Cancel", "Back", and "Sign in".

5. Click Done.



The screenshot shows the Exchange app selection screen. At the top is the Exchange logo. Below it, the text reads "Select the apps you want to use with this account:". There is a list of five items, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (address book icon), "Calendars" (calendar icon), "Reminders" (reminder icon), and "Notes" (notepad icon). At the bottom are three buttons: "Cancel", "Back", and "Done". The "Done" button is highlighted with a red rectangular border.

6. Your emails will begin downloading into your inbox. You may now send and receive email from your Seneca email account.

tags : apple-mail, email, email-clients, its-services