

Apple Mail

Version 3

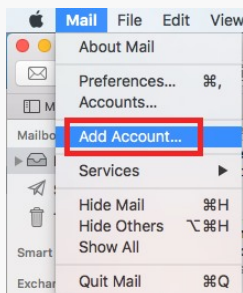
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Configuring Apple Mail

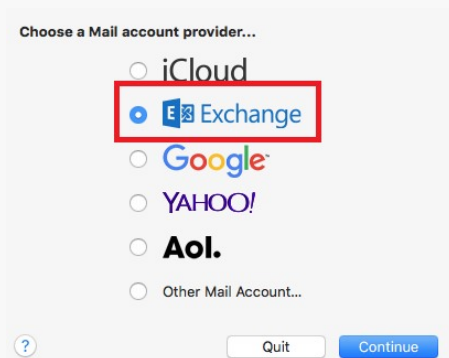
Apple Mail is a simple email client that supports some, but not all, of the Seneca email features available with Microsoft Outlook.

To setup your Office 365 account in Apple Mail:

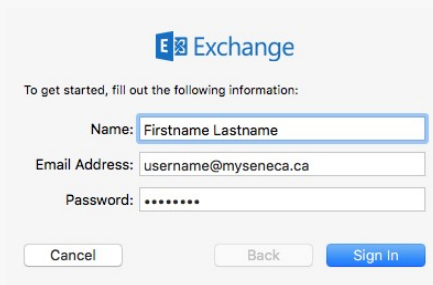
1. Launch Apple Mail.
2. If the *Choose a Mail account provider...* screen does not pop up automatically, click the Mail pulldown and click Add Account...



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

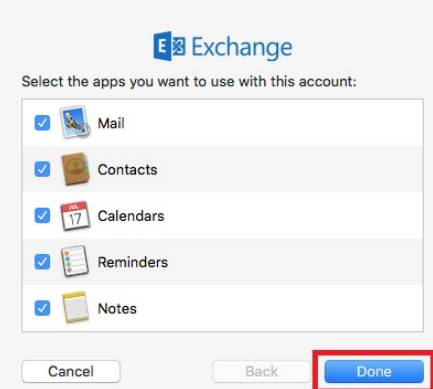


4. Type your name, email address, and password into their respective fields. Click Sign In.



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

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