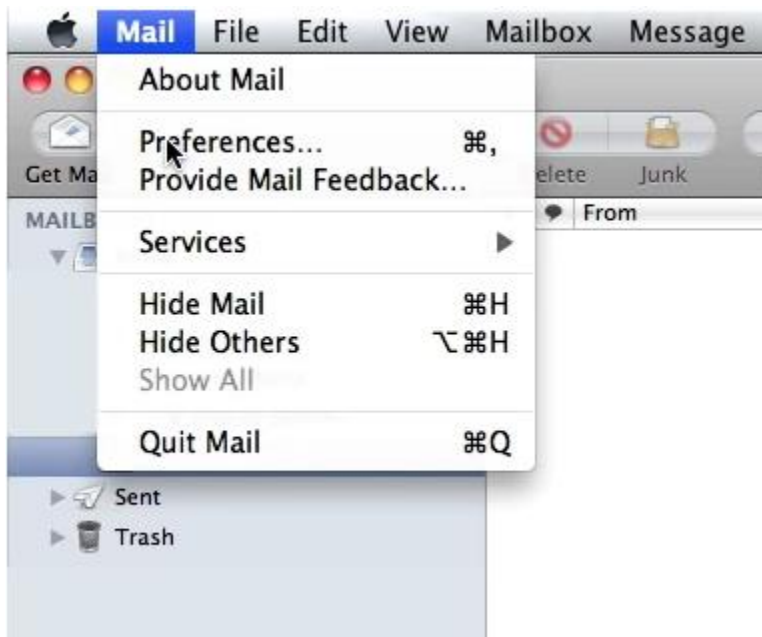
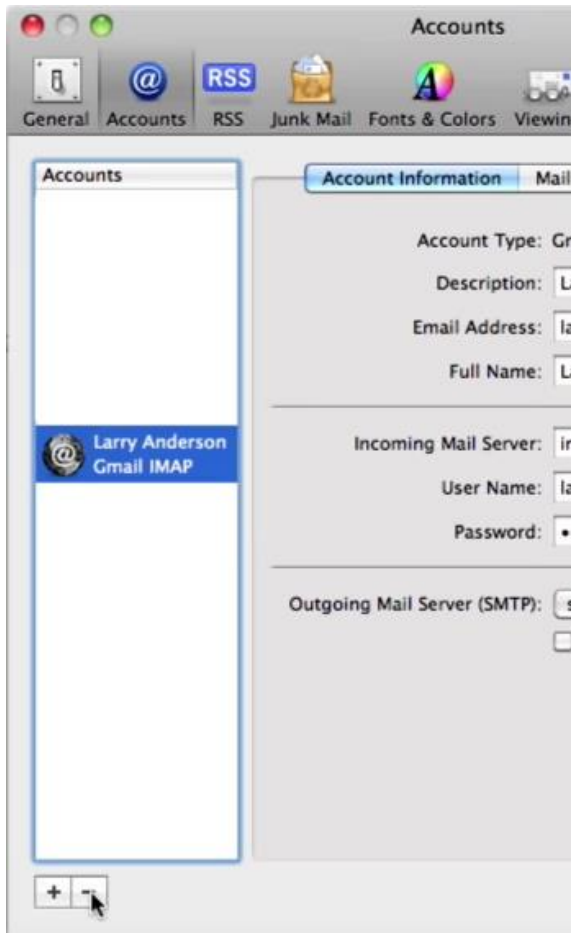


Remove existing Account.

- Open Apple Mail
- Click **Mail** -> **Preferences**



- Select the account to be removed
- Click the – minus symbol at the bottom

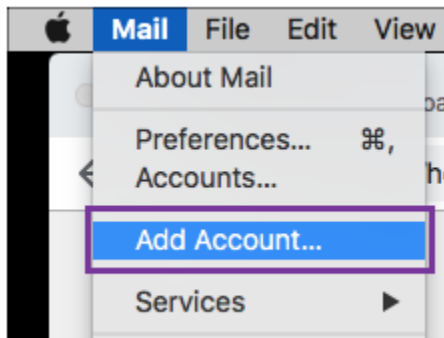


- Click **Remove**

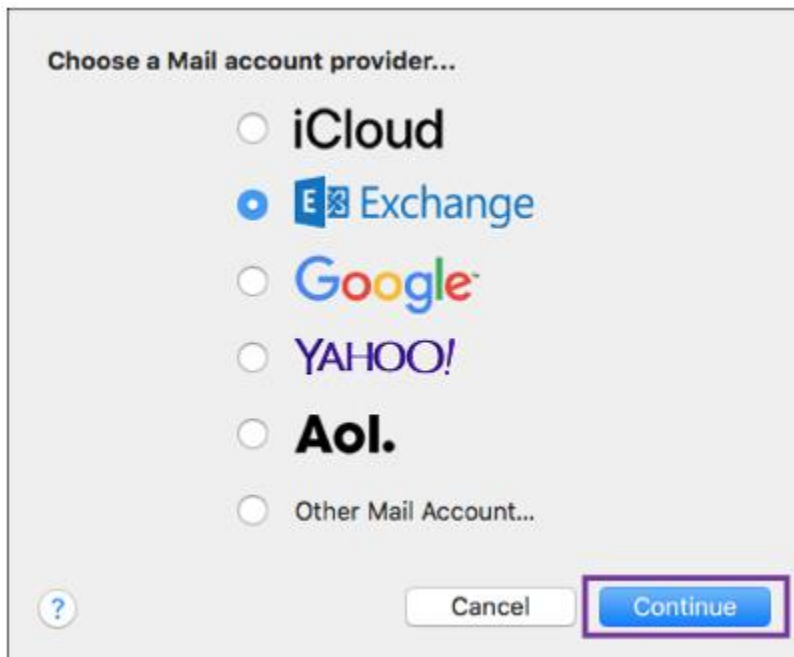


Add Office 365 Account to Apple Mail

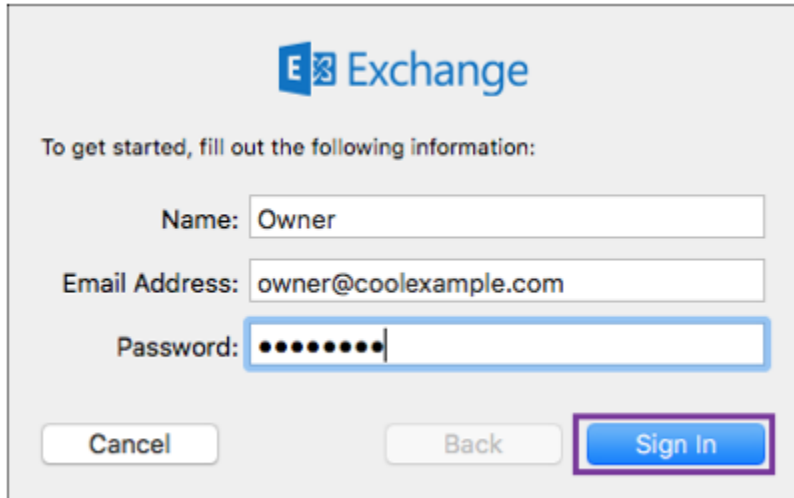
- Open Apple Mail -> click **Mail** -> **Add Account**



- Select **Exchange** and click **Continue**.

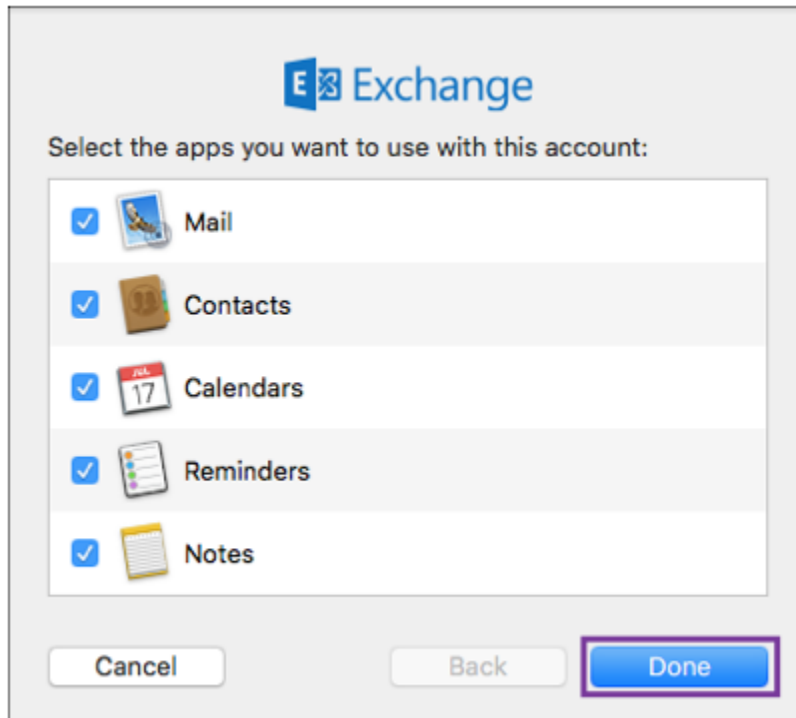


- Enter your name, Office 365 **email address** and **password**
Click **Sign In**.



The image shows the Exchange sign-in screen. 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 text "Owner", "Email Address:" with the text "owner@coolexample.com", and "Password:" with a masked password of ten dots. At the bottom, there are three buttons: "Cancel", "Back", and "Sign In". The "Sign In" button is highlighted with a purple border.

- Select the apps you want.
Click **Done**



The image 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 apps, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (address book icon), "Calendars" (calendar icon showing "JUL 17"), "Reminders" (list icon), and "Notes" (notepad icon). At the bottom, there are three buttons: "Cancel", "Back", and "Done". The "Done" button is highlighted with a purple border.