Remove existing Account.

- Open Apple Mail
- Click Mail -> Preferences

- Select the account to be removed
- Click the – minus symbol at the bottom
Add Office 365 Account to Apple Mail

- Click **Remove**

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

- Select **Exchange** and click **Continue**.
• Enter your name, Office 365 email address and password
  Click Sign In.

• Select the apps you want.
  Click Done