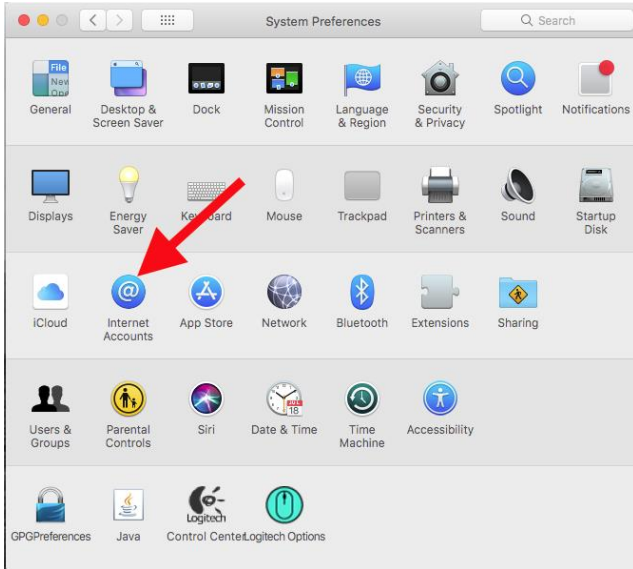
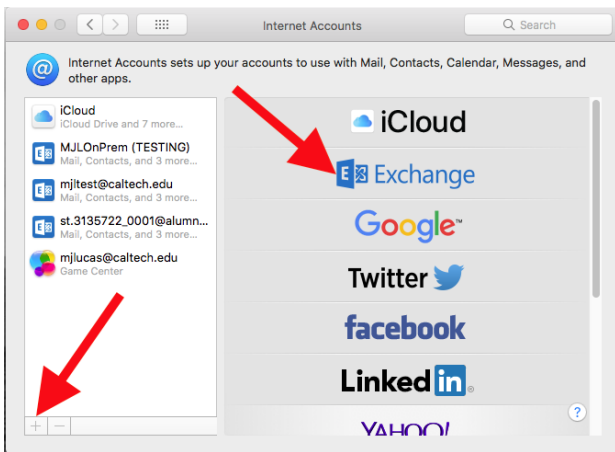


Adding Microsoft Office 365 to your Apple Mail

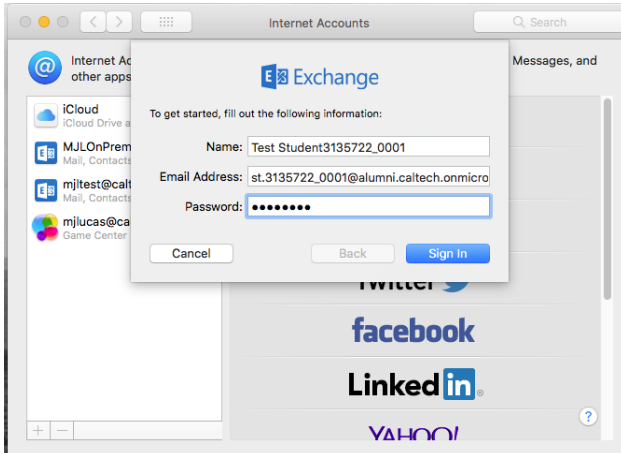
1. Open System Preferences and select Internet Accounts



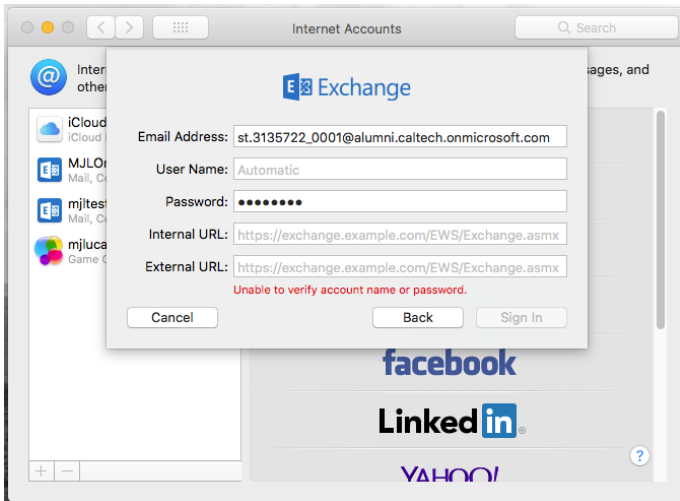
2. Click the "+" in the lower left corner and then click "Exchange" in the right-hand column.



3. On the first screen, enter username@alumni.caltech.onmicrosoft.com and password, not the email address.



4. After clicking sign-in, you will receive an error that the account could not be verified.



5. Fill in the username and email address appropriately. Use “outlook.office365.com” for both the internal and external URL. Note, in the previous step, you entered your email address as *username@alumni.caltech.onmicrosoft.com* but that is only to be able to get the error message. Your email address is *username@alumni.caltech.edu* and your user name is *username@alumni.caltech.onmicrosoft.com*.

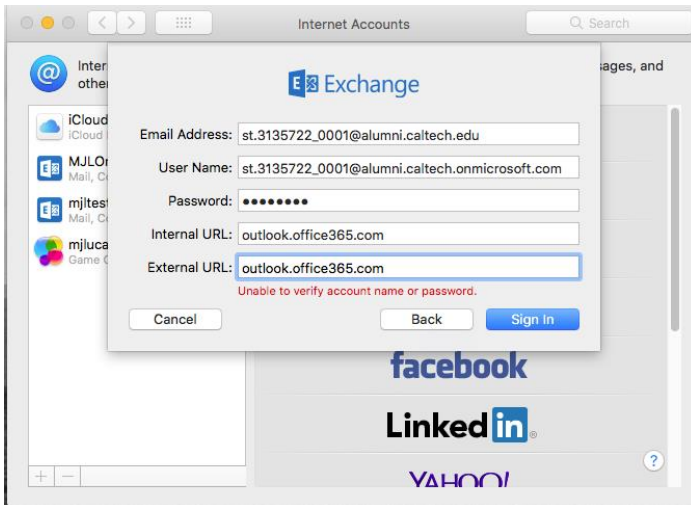
Email Address: *username@alumni.caltech.edu*

User Name: *username@alumni.caltech.onmicrosoft.com*

Password: *Microsoft Office 365 Password*

Internal URL: *outlook.office365.com*

External URL: *outlook.office365.com*



6. Click “Done”. You may now open Mail, Calendar, Contacts, etc. and find your Alumni Account data.

