

Microsoft O365 Email

Adding Microsoft email account to native Apple macOS app

Set up O365 Email on macOS Device (macOS 13)

Settings

Open the System Preferences app



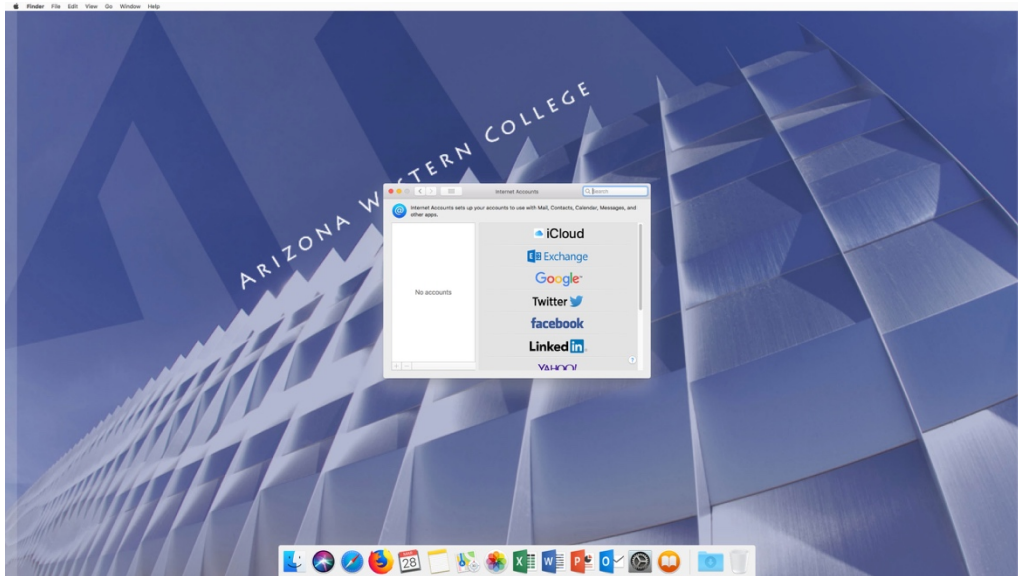
Internet Accounts

Click on Internet Accounts



Exchange

Click on Exchange



Exchange Information

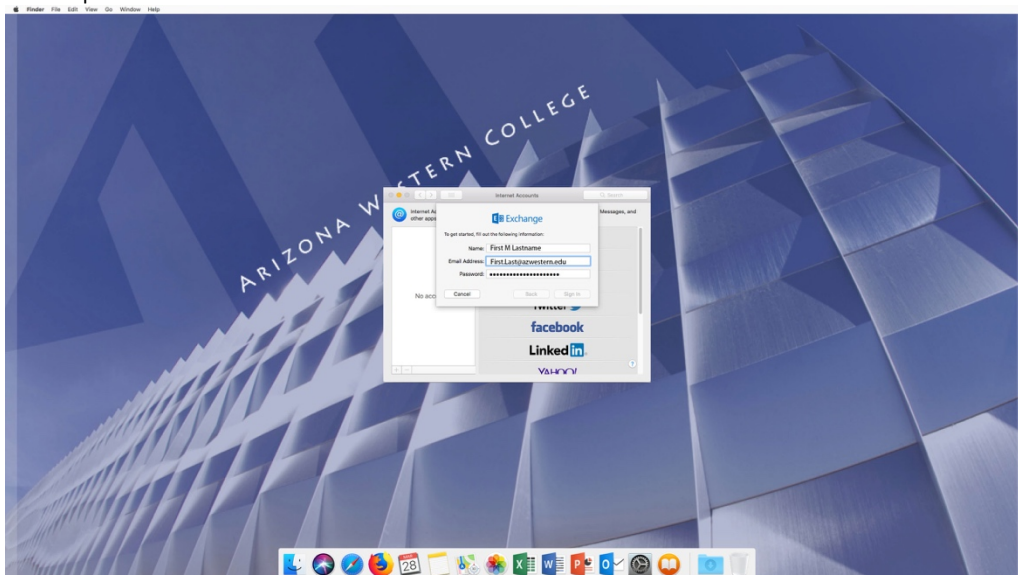
Type in your email information

Name: Your name

Email: Your AWC email address

(Employees: first.last@azwestern.edu ; Students: NetID@toro.azwestern.edu)

Password: Your email password



Finish Setup

Should you be successful, this is the next screen that will show up. These buttons tell you what will sync to the computer. Click **Done**

