Office 365 Mail Client Configuration Guide
Mac OS X Mail Client (Mac OS X 10.9)

Required Items: Mac OS X 10.9, YSU e-mail account

This guide will assist you with configuring the Mac OS X Mail email client for use with the Office 365 mail system. The setup instructions will be set up in steps. Please be sure to complete all of the setting changes in each step before moving on to the next. This guide relies on knowing which version of the Mac OS X operating system so it is important to follow the steps to determine the version of your operating system.

Note: The main document utilizes Exchange configuration settings for mail, contacts, calendar, and notes synchronization. If you would prefer an IMAP mail-only setup, please follow Step 1 and Step 2 listed directly below and then skip to Appendix A for further instructions.

**Step 1: Determine your version of OS X**

Click on the Apple logo in the upper left corner of your screen and click on About This Mac. A window will appear with basic machine information that includes the software version.

If the Mac OS X version is 10.9 you can use these set up instructions as-is on your mac.

For machines prior to OS X 10.9, use the proper guide for your operating system.
Step 2: Set up your Office 365 mail account
In Mail, go to Preferences and then go to the Accounts tab. Click the + button and continue on to Step 3 to set up your Office 365 account.
Step 3: Select the Account Type
Choose Exchange from the account options and click Continue.

Step 4: Enter the following information:
- Your name
- Your full YSU email address with the correct extension
  (“@student.ysu.edu” if you’re a YSU student or “@ysu.edu” if you’re a YSU faculty or staff member)
- Your YSU email account password
Click Continue.

Note: You may see a dialog box about a certificate issue – if you do, click Connect.
Step 5: Once you are at the Account Summary screen, you will see a summary page for the account being set up. The account settings should be as follows:

- **Account type:** Exchange
- **Full name:** Your Name
- **Email address:** Your YSU email address
- **Server address:** outlook.office365.com

Click Continue after verifying this information.

Step 6: You will now see a summary page as well as options for setting up Mail, Contacts, Calendar, Notes, and Reminders – leave these boxes checked if you would like access to all of these services; otherwise, uncheck them.

Click Done when finished.
Step 7: Finishing up

If needed, close the Preferences window when finished. If you see a message about saving changes, simply click Save to do so.

Mac Mail will now look like the screenshot below depending on your version of OS X. You may need to click the Show button to see the account and folder listing.

Congratulations! You have set up your Office 365 e-mail account in Mac OS X Mail.
Appendix A – IMAP Setup

If you prefer your mail account to be set up as IMAP, follow the steps below.

Step 3 (IMAP): Add your Office 365 mail account

Choose the Add Other Mail Account… option.

Click Continue.

Step 4 (IMAP):

Enter the following information:
- **Your full name**
- **Your full YSU email address with the correct extension**
  (“@student.ysu.edu” if you’re a YSU student or “@ysu.edu” if you’re a YSU faculty or staff member)
- **Your YSU email account password**

Click Create.

Mail will tell you the “Account must be manually configured”.

Click Next to continue.
**Step 5 (IMAP): Incoming Mail Server Settings**

Enter the following information:

- **Account type**: IMAP
- **Mail Server**: outlook.office365.com
- **User Name**: Your full YSU email address with the correct extension (“@student.ysu.edu” if you’re a YSU student or “@ysu.edu” if you’re a YSU faculty or staff member)
- **Password**: Your YSU email account password

Click Next.
Step 6 (IMAP): Outgoing Mail Server Settings

Enter the following information:

**SMTP Server**: smtp.office365.com
**User Name**: Your *full* YSU email address with the correct extension ("@student.ysu.edu" if you’re a YSU student or "@ysu.edu" if you’re a YSU faculty or staff member)
**Password**: Your YSU email account password

Click Create.
Step 7 (IMAP): Finishing up

If needed, close the Preferences window when finished. If you see a message about saving changes, simply click Save to do so.

Mac Mail will now look like the screenshot below depending on your version of OS X. You may need to click the Show button to see the account and folder listing.

Congratulations! You have set up your Office 365 e-mail account in Mac OS X Mail.