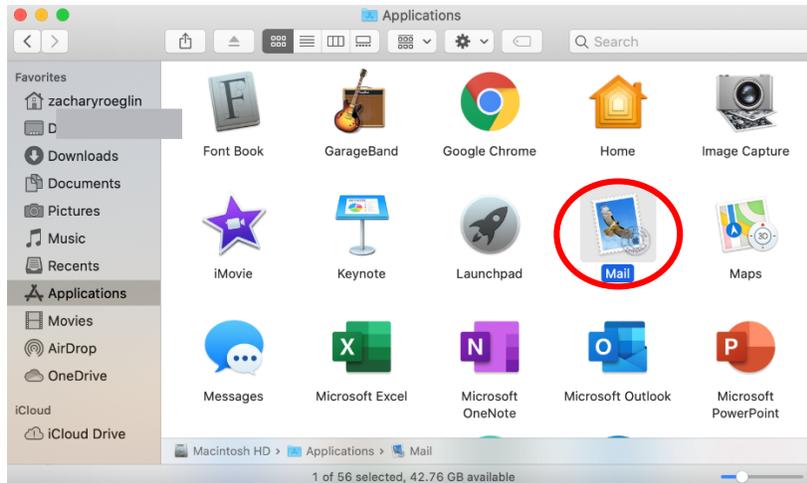
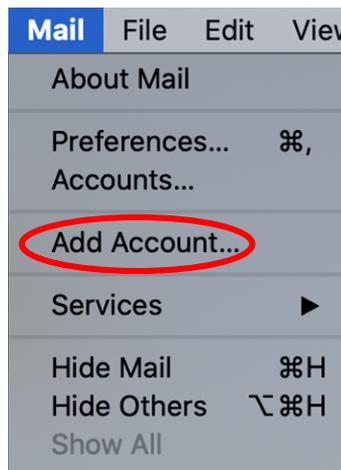


# Email Setup on Mac OS

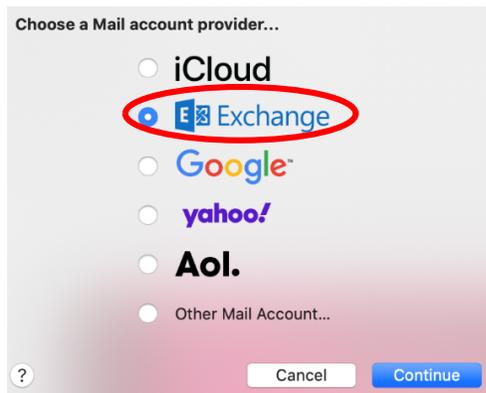
1. Open the **Finder** and go to your **Applications**. Scroll down to **Mail** and double-click on it.



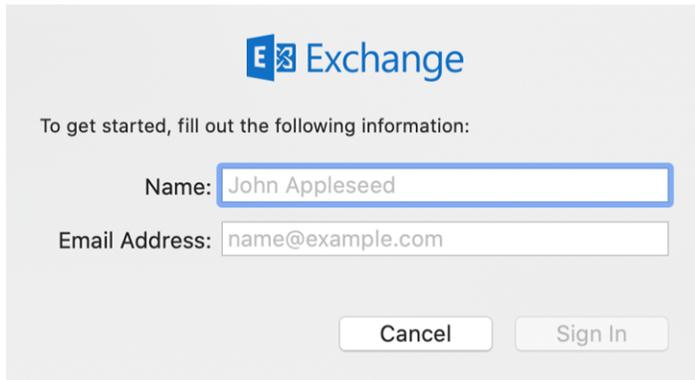
2. Select **Mail** at the top of the screen and click **Add Account**.



3. Select **Exchange** and then hit **Continue**.

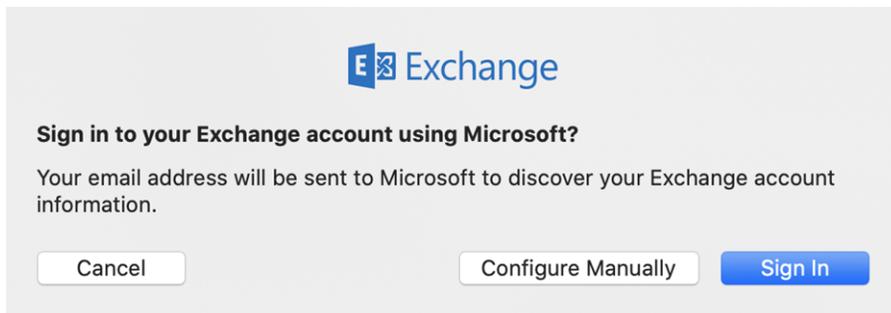


4. Enter your name as well as your **Concordia email address**. Select **Sign In**.



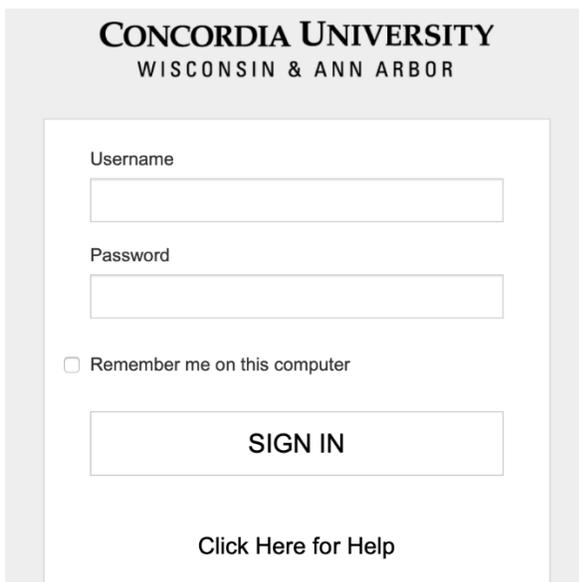
The screenshot shows the Microsoft Exchange setup interface. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are two input fields: "Name:" with the value "John Appleseed" and "Email Address:" with the value "name@example.com". At the bottom, there are two buttons: "Cancel" and "Sign In".

5. When the screen below shows up select **Sign In**.



The screenshot shows the Microsoft Exchange sign-in screen. At the top is the Exchange logo. Below it, the text reads "Sign in to your Exchange account using Microsoft?". Underneath, it says "Your email address will be sent to Microsoft to discover your Exchange account information." At the bottom, there are three buttons: "Cancel", "Configure Manually", and "Sign In" (which is highlighted in blue).

6. Enter your **username** as well as your **Portal password** and click **Sign In**.



The screenshot shows the Concordia University login page. At the top, it says "CONCORDIA UNIVERSITY WISCONSIN & ANN ARBOR". Below that, there is a form with two input fields: "Username" and "Password". There is a checkbox labeled "Remember me on this computer" which is currently unchecked. Below the form is a large button labeled "SIGN IN". At the bottom, there is a link that says "Click Here for Help".

7. When the window below shows up click **Accept**.

## Permissions requested

### Apple Internet Accounts

Apple Inc. 

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ View your basic profile
- ✓ Access your mailboxes

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)



8. Select what apps you want to use with your Concordia email account and then select **Done**.

