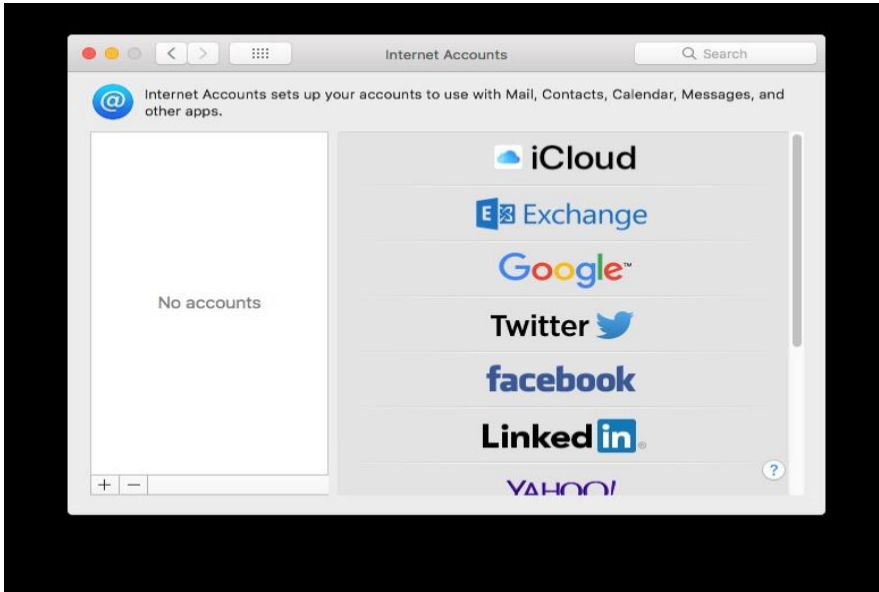


## Office365: Configure Macmail App on Mac - KB0011343

Step 1: Open System Preferences > Internet Accounts

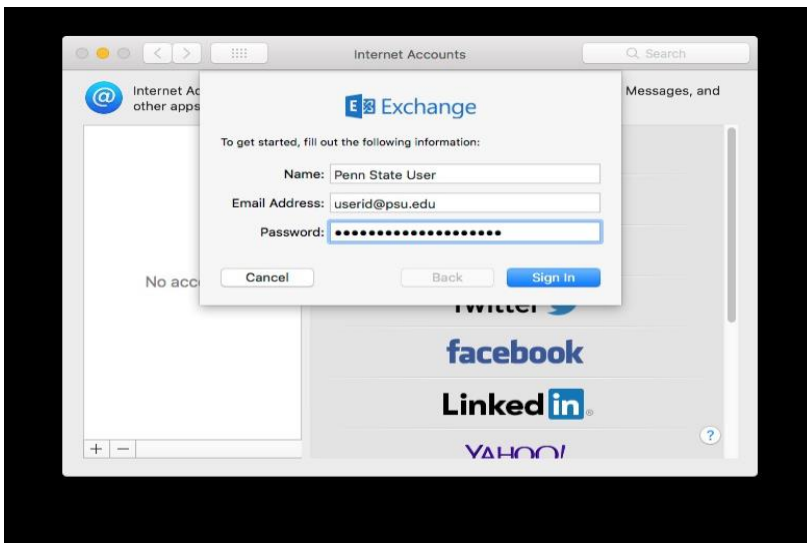
- If your UCS account is still listed, remove it from the list by selecting the account and clicking on the "-" button in the bottom left corner.



Step 2: Click on **Exchange** in the list to the right. If the list isn't being displayed, click the "+" button in the bottom left corner.

Step 3: Enter your **Name**, **Email Address** and **Password** in the fields. Your email address should be in the form: [xyz123@psu.edu](mailto:xyz123@psu.edu).

Step 4: Click Sign In.



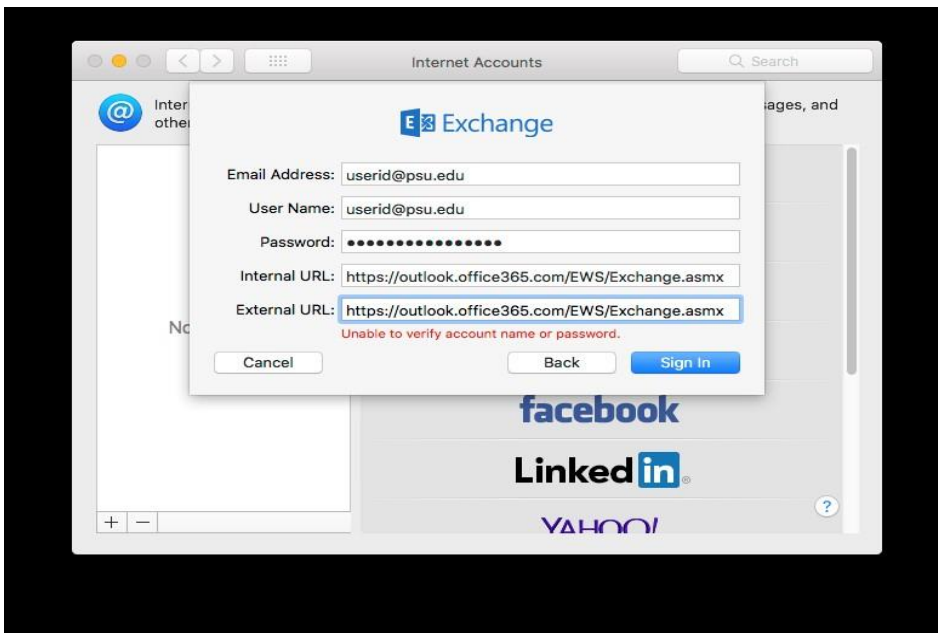
**NOTE: The login will timeout and a configuration screen will be displayed.**

Step 5: Enter your **User Name** as your email address (i.e. [xyz123@psu.edu](mailto:xyz123@psu.edu))

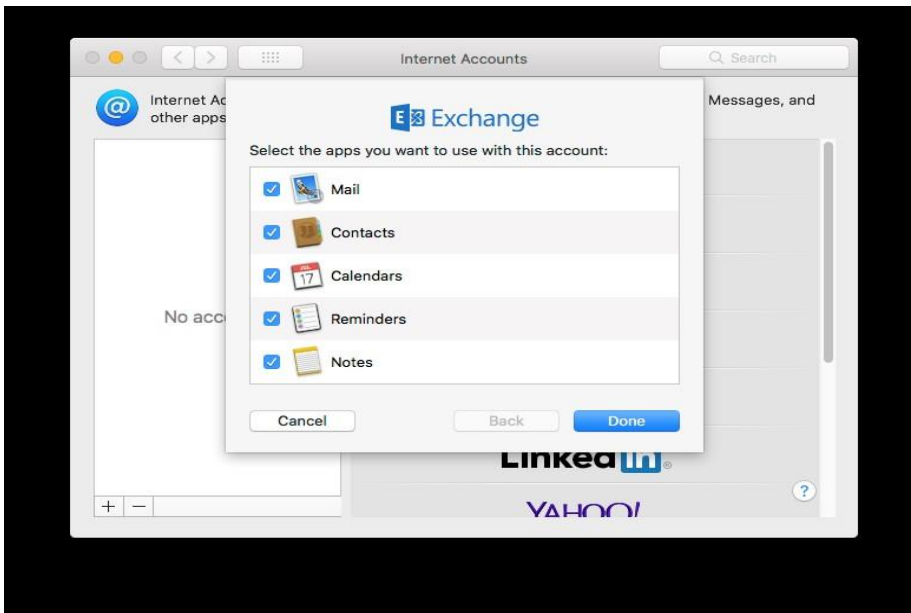
Step 6: For **Internal URL**, enter the url <https://outlook.office365.com/EWS/Exchange.asmx>

Step 7: For **External URL**, enter the same url.

Step 8: Click **Sign In**.



Step 9: Leave all checkboxes selected for **Mail, Contacts, Calendar, Reminders and Notes**.



Step 10: Click **Done**.

Step 11: All done! Open the Macmail client and your email will begin syncing.