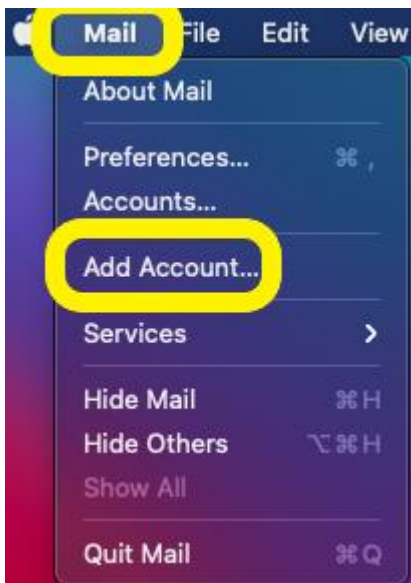


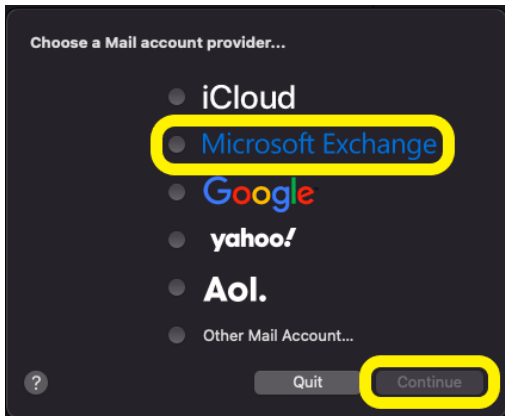
How to Setup Office 365 Email on Mac Using Mac Mail



1. Click the blue envelope app



2. If you already have an email account setup select the “Mail” tab at the top of the screen, select “Add Account” from the drop down and follow the steps below if not move on to the next step



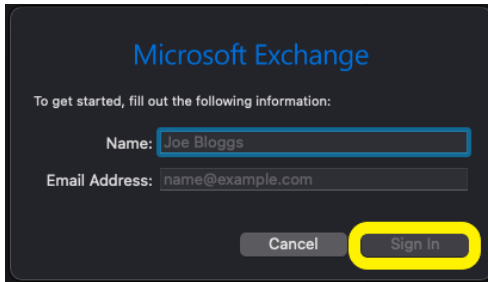
3. Select “Microsoft Exchange” and click “Continue”

P 1300 723 857

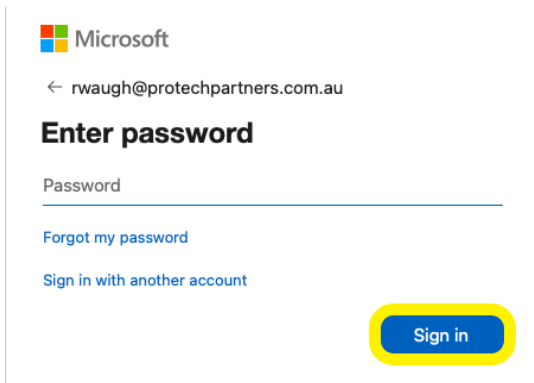
E info@protechpartners.com.au

1/182-186 Rooks Road, Vermont VIC 3133
PO Box 96, Ringwood VIC 3134

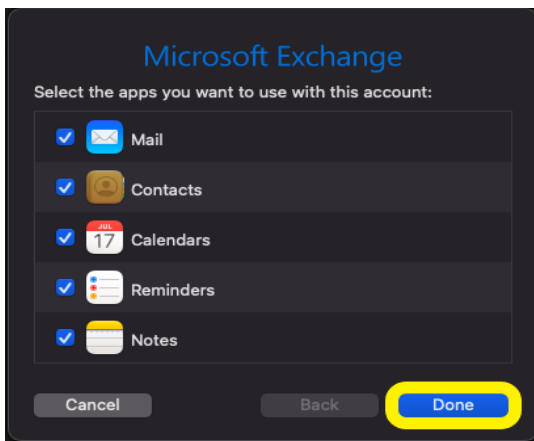
ABN 40 154 622 401



4. Enter a name for the email account and the email address and click "Sign in"



5. The next window will ask you to enter your email password, type the password in and click "Sign in"



6. The next window you can select what apps you want to use with this account, deselect any app you don't want to sync data with and select "Done"