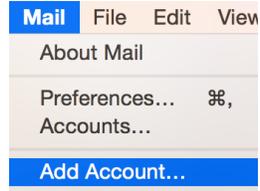


## SETTING UP BSOTR EMAIL ON A MAC

1. Open Apple Mail.
2. Your next step depends on if you have already set up an email account, or not.

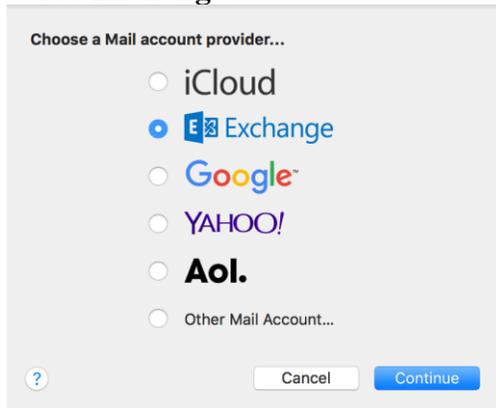
a. **If you have already set up an email account**, click the **Mail** menu, and select

### Add Account...



b. **If you haven't set up an account**, skip to the next step.

3. Select **Exchange**.



4. Click **Continue**
5. Complete the following details:

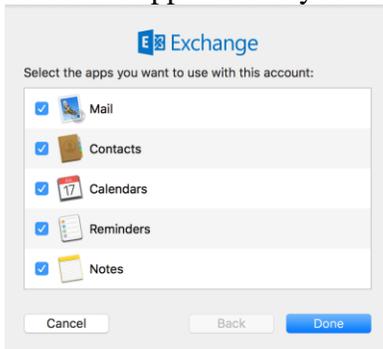
Field	What to do...
Name	Enter your name.
Email address	Enter your full Office 365 email address.
Password	Enter the password you set for that email address. If you forgot your email contact Travis

6. Click **Sign In**.
7. If you receive the warning *"Internet Accounts couldn't log in to the Exchange server..."*, enter the following extra details:

## SETTING UP BSOTR EMAIL ON A MAC

<b>Field</b>	<b>What to do...</b>
Description	Enter a description for the account.
User Name	Enter your full Office 365 email address.
Password	Enter the password you set for your account. If you forgot your email contact travis
Server Address	Type <b>outlook.office365.com</b>

8. Click **Continue**.
9. Select the applications you want to sync with your Office 365 email address.



10. Click **Done**.