

O365: Apple OSX Setup

The following steps were tested on a MacBook Pro with High Sierra 10.13.3 installed. Please follow the steps below to set up your student email on a local application.

Please note Students are encouraged to access their emails through the online portal Office365. IT does **not** support customisations to your mailbox as it may affect the delivery of mail. IT may remove customisations or ask you to re-create your local mailbox when troubleshooting issues.

Please make sure you are connected to the internet before completing these steps.

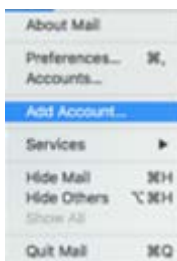
1. Open your default **Mail App**
This can be found on your dock at the bottom of your screen



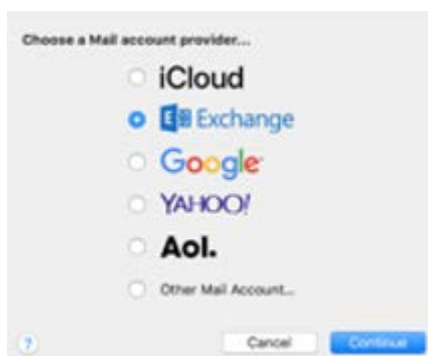
2. Select **Mail** from the toolbar at the top of your screen
Make sure you click into the application, so the menu shows the corresponding options.



3. Select **Add Account**



4. Select **Exchange** as the mail account provider



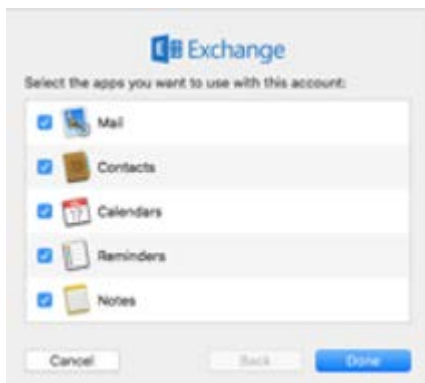
5. Click **Continue**
6. Enter your **student** account details



The image shows the Microsoft Exchange sign-in screen. At the top, it says "Exchange". Below that, it says "To get started, fill out the following information:". There are three input fields: "Name:" with the text "John Appleseed", "Email Address:" with the text "john.appleseed@nd.edu.au", and "Password:" with the text "Required". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

Name: Student Name
Email: (studentnumber@my.nd.edu.au)
Password: Your student account password

7. Click **Sign In**
8. Select features you would like to receive from your student email
9. Select **Done**



The image shows the Microsoft Exchange app selection screen. At the top, it says "Exchange". Below that, it says "Select the apps you want to use with this account:". There are five checkboxes, all of which are checked: "Mail", "Contacts", "Calendars", "Reminders", and "Notes". At the bottom, there are three buttons: "Cancel", "Back", and "Done".

Please kindly contact your campus Service Desk if you require assistance.

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