

Exchange: 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 staff email on a local application.

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.

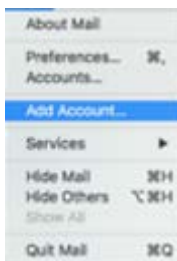
1. Open your default **Mail App**
This can be found on your dock at the bottom of your screen.



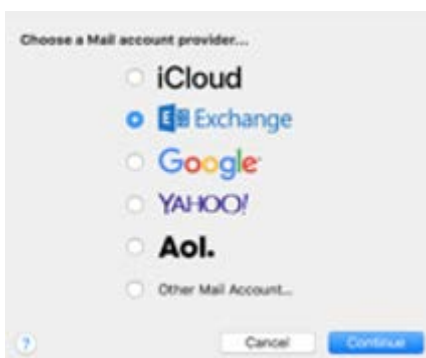
2. Select **Mail** from the toolbar at the top of your screen
Make sure you click into the application, so the menu shows the corresponding options.



3. Select **Add Account**



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



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



The image shows a screenshot of the Microsoft Exchange sign-in interface. 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@example.com", and "Password:" with the text "Required". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

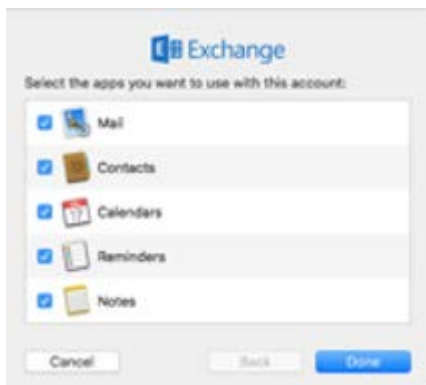
Name: Your name

Email: firstname.lastname@nd.edu.au

Password: Your staff account password

This is the same password to log onto a campus computer

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



The image shows a screenshot of the Microsoft Exchange app selection interface. At the top, it says "Exchange". Below that, it says "Select the apps you want to use with this account:". There is a list of five items, each with a checked checkbox and an icon: "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.

Fremantle

08 9433 0999
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au