

Email Set Up – Apple Mail (MacOS)

These instructions are for adding a Vicbar email account (365) to Apple Mail on MacOS. Apple Mail is free and comes pre-installed on all Macs.

Note: You will need an active internet connection to add an email account.

Step 1:

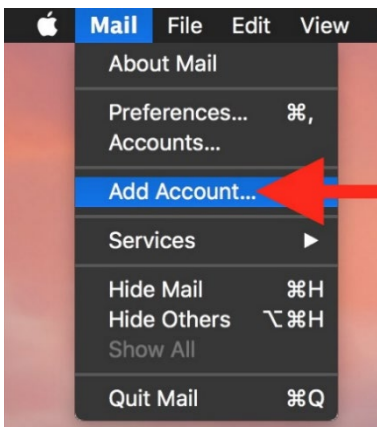
- Open the Mail App on your Mac



- If this is the first email account you are setting up in Mail the new account window will open, skip to step 3.

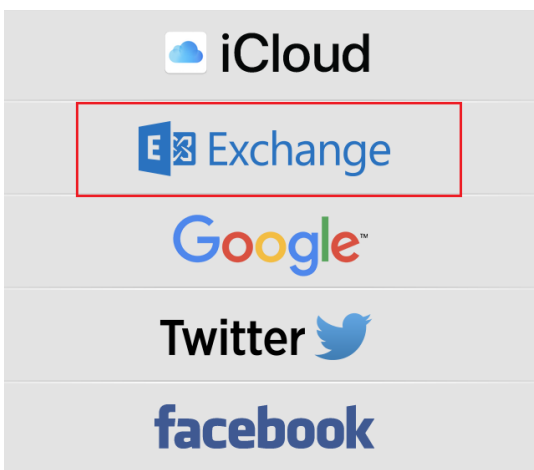
Step 2:

- On the menu bar click '**Mail**' and then '**Add Account...**'

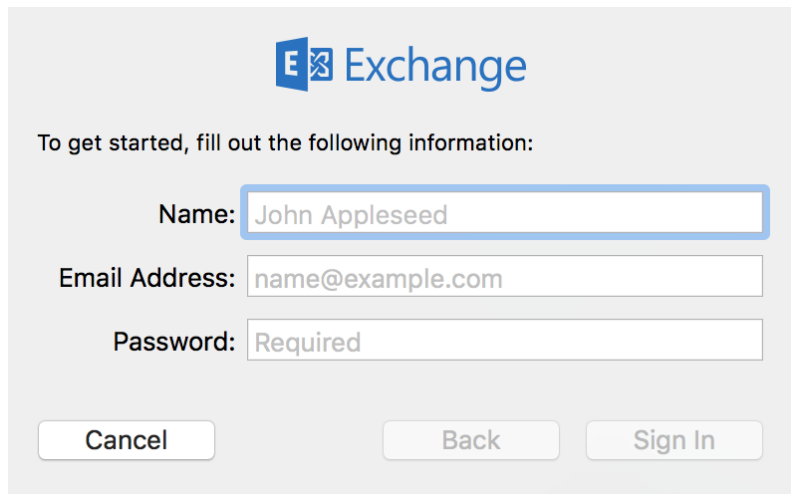


Step 3:

- Select '**Exchange**'



- Enter your name, email address and email password.



The image shows a screenshot of the Microsoft Exchange sign-in interface. At the top, the Exchange logo is displayed. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the value "John Appleseed", "Email Address:" with the value "name@example.com", and "Password:" with the value "Required". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

- Click '**Sign In**'

Step 4:

- Mail will now open and begin downloading your email, depending on the size of your mailbox and internet speed this may take a while.
- Setup is complete.