Adding Microsoft Office 365 to your Apple Mail

1. Open System Preferences and select Internet Accounts

2. Click the “+” in the lower left corner and then click “Exchange” in the right-hand column.

3. On the first screen, enter username@alumni.caltech.onmicrosoft.com and password, not the email address.
4. After clicking sign-in, you will receive an error that the account could not be verified.

5. Fill in the username and email address appropriately. Use “outlook.office365.com” for both the internal and external URL.

   Email Address: username@alumni.caltech.onmicrosoft.com  
   User Name: username@alumni.caltech.edu  
   Password: Microsoft Office 365 Password  
   Internal URL: outlook.office365.com  
   External URL: outlook.office365.com

6. Click “Done”. You may now open Mail, Calendar, Contacts, etc. and find your Alumni Account data.