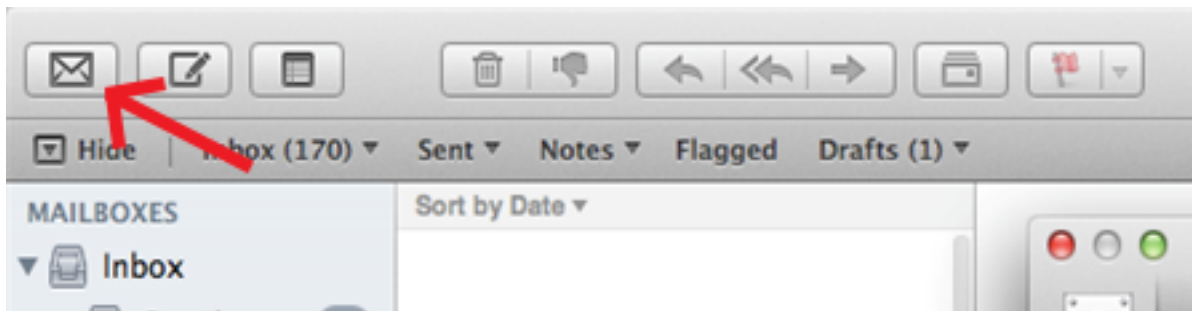


Configure Office 365 on Apple Mail via IMAP

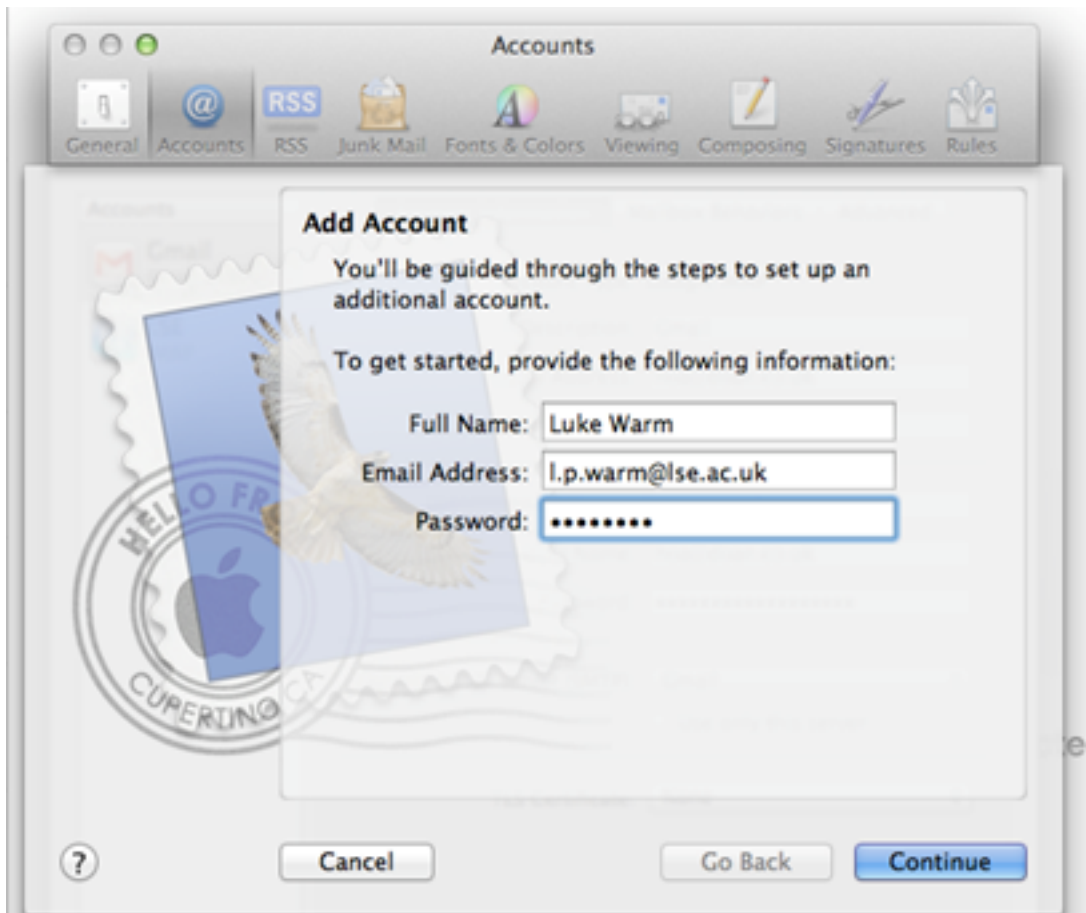
This guide is for those who wish to use IMAP to connect to Office 365 on Apple Mail.

Configuration

1. Click on the **Mail** icon your Apple computer
2. Once Mail has opened, click on the **Mac mail icon** in the top right hand corner.

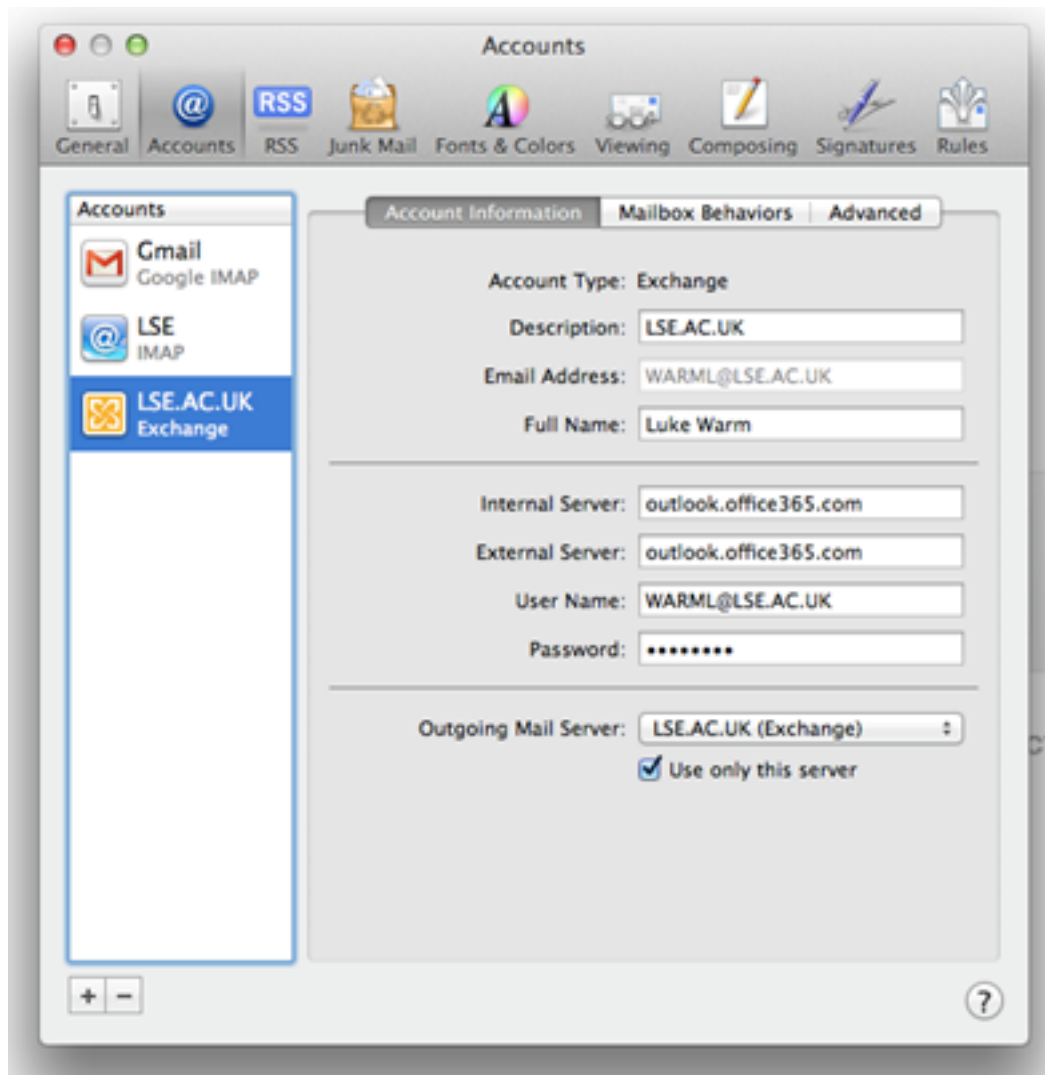


3. Click **Preferences | Account | +** The Add Account window will open.



4. Enter your **Full name**, **LSE email address** and **LSE password**. Click **Continue**.

The following window will open.



5. Fill in the information as below:
Description: LSE.AC.UK
Email address: yourLSEUsername@lse.ac.uk
Full Name: Your full name
Internal Server: outlook.office365.com
External Server: outlook.office365.com
User Name: yourLSEUsername@lse.ac.uk
Password: Your LSE password
 The **Outgoing Mail Server** should appear as **LSE.AC.UK (Exchange)**
6. Click **Exit** and **Save** the settings. Your LSE email will now appear in your Mac Mail inbox.