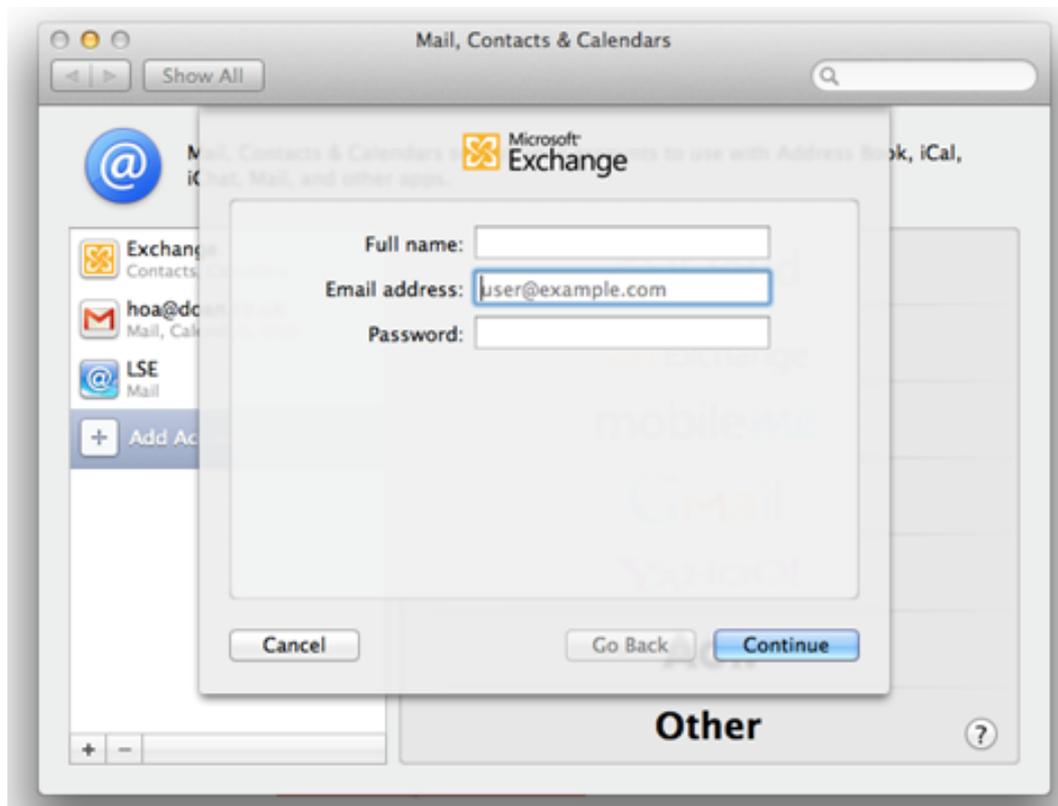# Configure Office 365 on Apple Mail (Macbook/iPad)

These instructions cover how to configure Apple Mail for Office 365 on a Macbook or iPad.

Configuration

1. Open the settings preferences on your Macbook and click on **Mail, Contacts & Calendars**
2. Click **Microsoft Exchange** and then the **+** icon to add a new account. *The following window will appear*.

3. Enter your **username** in the **Full name** field and your **LSE email address** in the **email address** field. Type in your **LSE password** and click **Continue**.
4. *The following window will appear*. Please make sure that the details you have entered are correct. Click **Continue**
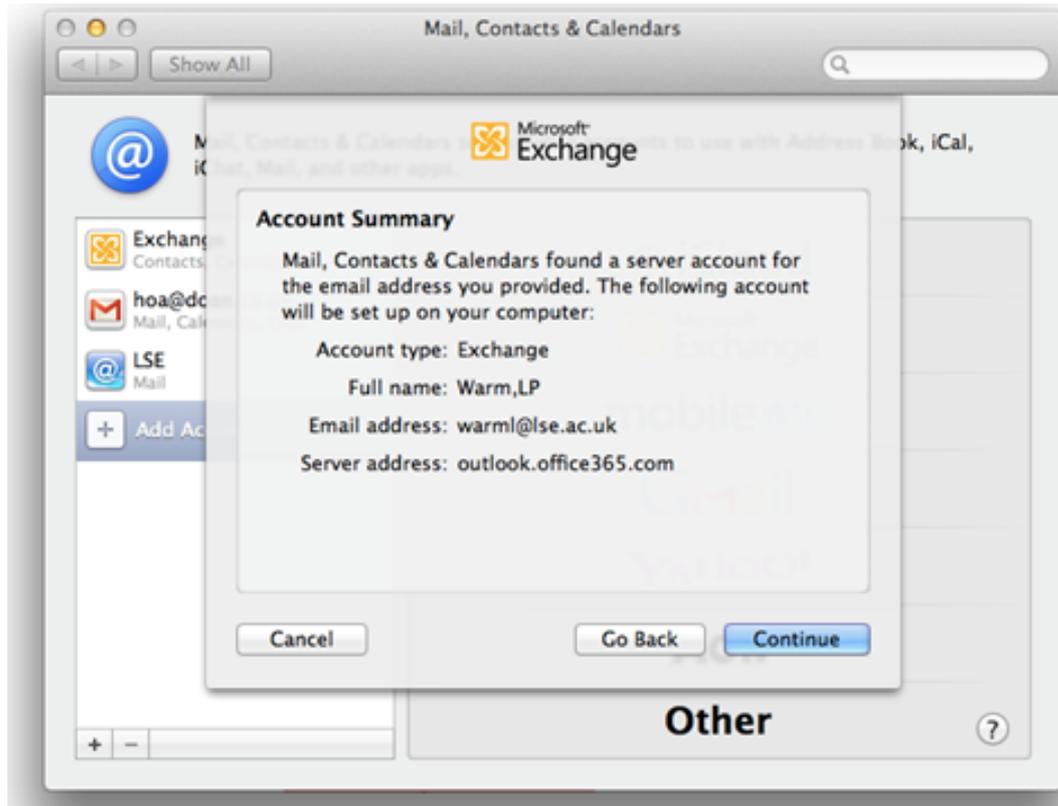
5. *The following window will appear.* Make sure that the **Mail** option is ticked. You can tick or untick contacts or calendars depending on your preference.
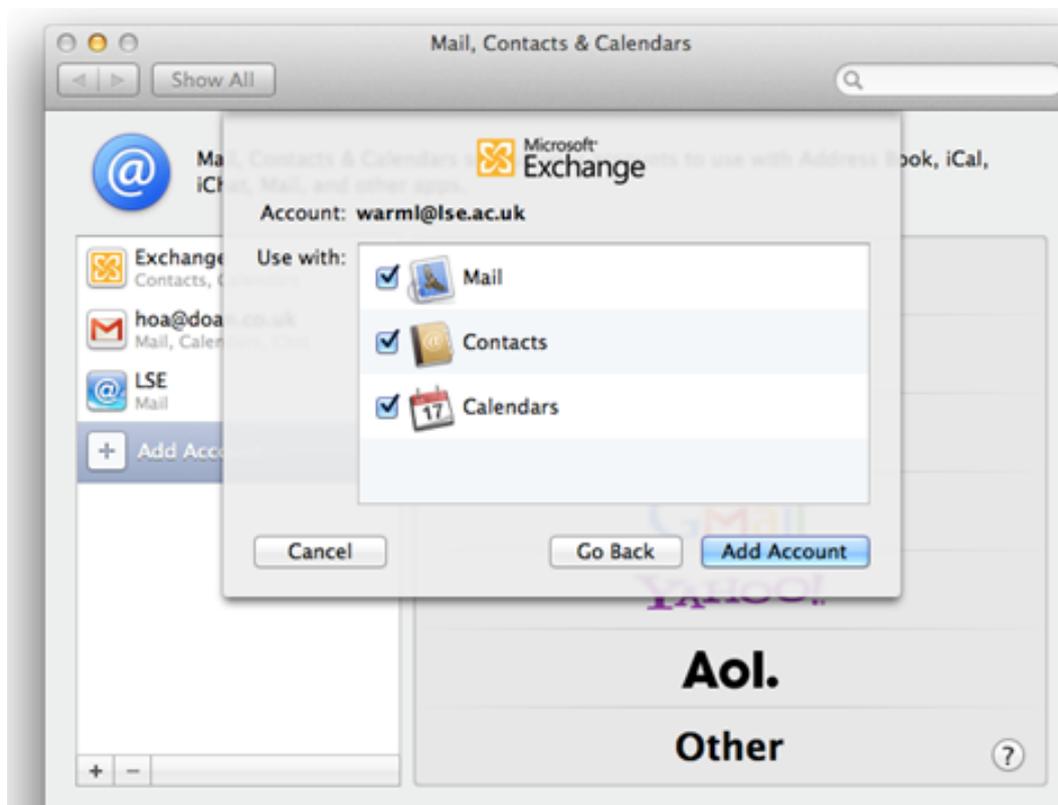
6. **Click** Add Account**. Your LSE email will now appear in your Mac mail inbox.**