

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*.

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Exchang Contacts	Full name: Email address: user@a	example.com	
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	Cancel	Go Back Continue	
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- 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.

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		Contacts
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6. Click Add Account. Your LSE email will now appear in your Mac mail inbox.