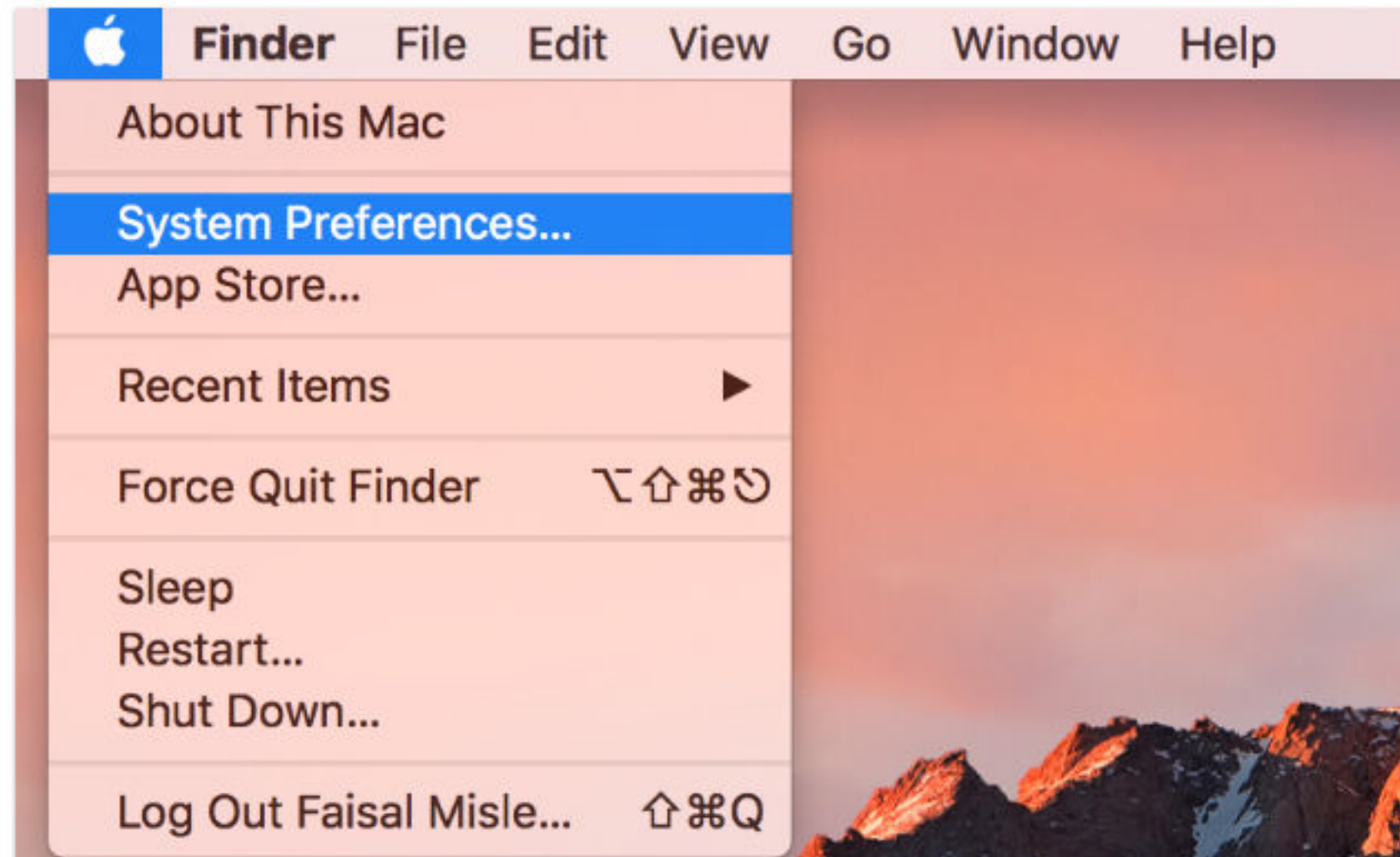


macOS: Apple Mail (Exchange - Generic)

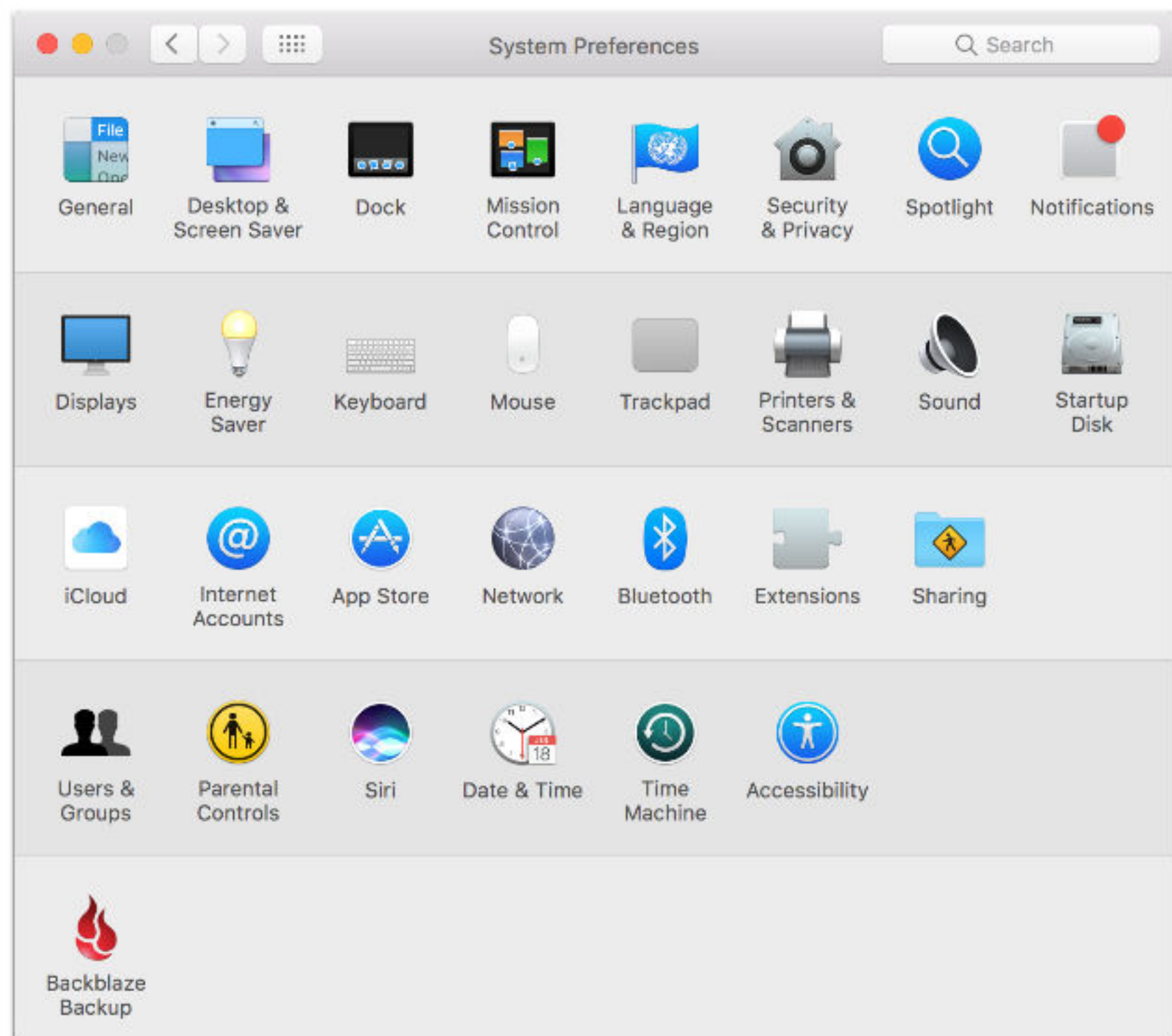
This article will assist you with setting up Apple Mail on macOS with your Hosted Exchange mailbox.

1. Launch System Preferences by clicking on the Apple icon on the top left of your screen, and then selecting **System Preferences**

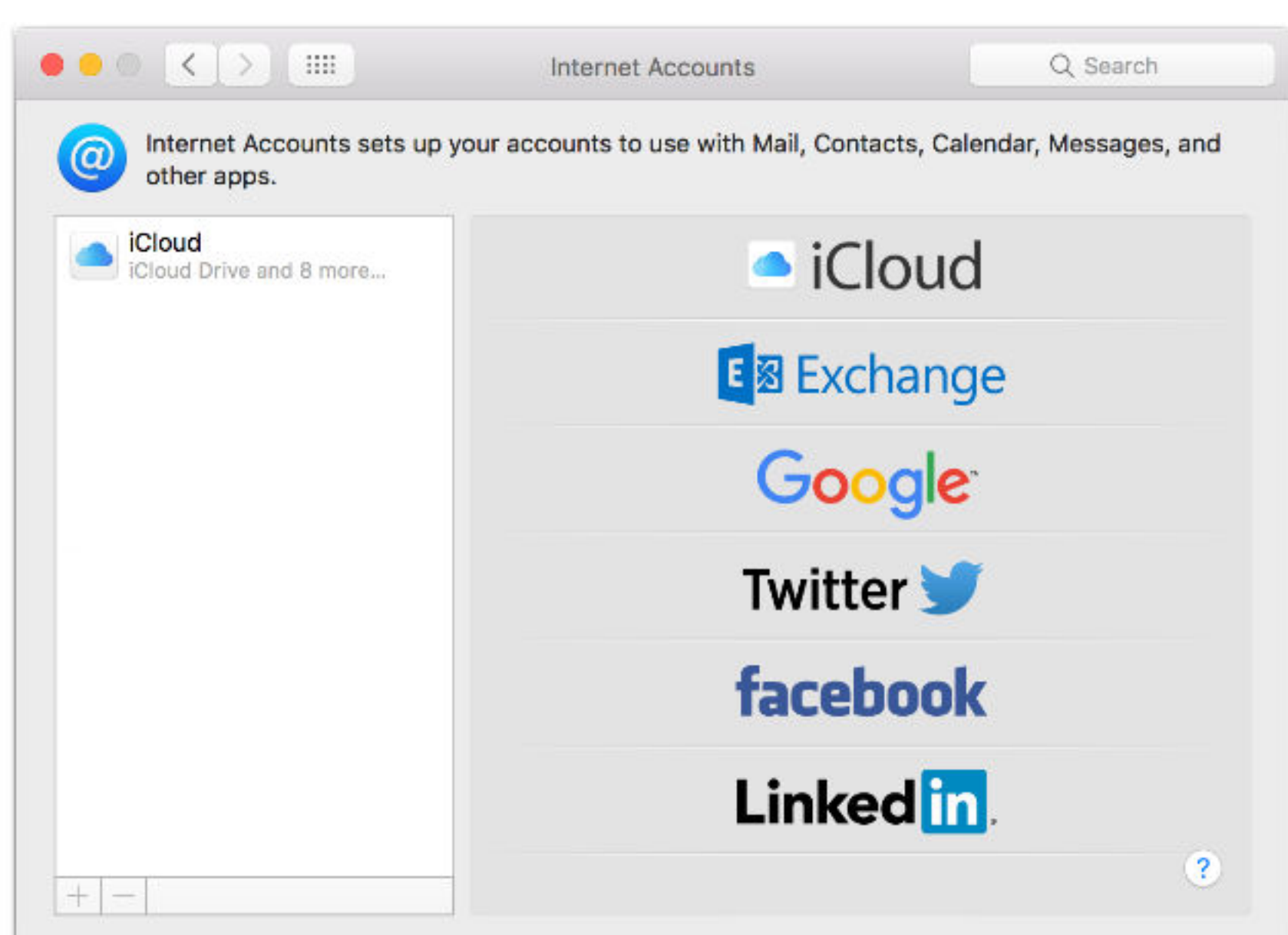
Alternatively, you can press **Command (⌘) + Space Bar**, then type "**System Preferences**" in the Spotlight search and press enter to launch the System Preferences application



2. Within System Preferences, click **Internet Accounts**.



3. Select **Exchange**



4. The pop up dialog will require the following:

Name: Enter your first and last name

Email Address: Your email address

Password: Enter your mailbox password

A screenshot of the Exchange account setup dialog box. The title bar says "Exchange". Below the title bar, there is a description: "To get started, fill out the following information:". There are three input fields: "Name:" (with a blue border), "Email Address:", and "Password: Required". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

5. Select **Continue**

6. If **Internal URL** and **External URL** appears, enter **https://Your Exchange Server/EWS/Exchange.asmx** in both Internal URL and External URL.

For example, <https://mex06.emailsrvr.com/EWS/Exchange.asmx>

Afterwards, click **Continue**.

Otherwise, continue to the next step.

A screenshot of the Exchange Account Summary dialog box. The title bar says "Exchange". Below the title bar, there is a description: "Account Summary". Below the description, there is a list of account details: "Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:", "Account type: Exchange", "Full name:", "Email address:", and "Server address:". At the bottom, there are three buttons: "Cancel", "Go Back", and "Continue".

7. Select the apps you would like to sync with Exchange.

A screenshot of the Exchange app selection dialog box. The title bar says "Exchange". Below the title bar, there is a description: "Select the apps you want to use with this account:". Below the description, there is a list of apps with checkboxes: "Mail" (checked), "Contacts" (checked), "Calendars" (checked), "Reminders" (checked), and "Notes" (checked). At the bottom, there are three buttons: "Cancel", "Back", and "Done".

8. Select **Done**

9. Finally, launch Mail. Your email should begin downloading shortly. Please wait 15 minutes for mail to download before troubleshooting any issues.