

### Add O365 to Mac Mail





### > select "Exchange" > Continue

) 😑 🕒	Inbox (Read Only)				
et Mail New Message Archive Delete	Junk Reply Reply All Forward Flag				
Mailboxes Inbox Sent					
Sort by Date 🗸					
	Choose a Mail account provider				
	<ul> <li>iCloud</li> </ul>				
	E E Exchange				
	○ Google <sup>.</sup>				
	○ YAHOO!				
	0 <b>Aol.</b>				
A-	Other Mail Account				
	? Quit Continue				

#### Populate the fields using UCD password

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			★ → ▼			
Get Mail New Message	Archive Delete	Junk Reply Rep	oly All Forward Flag			
Mailboxes Inbox Sent						
Sort by Date 🗸						
			E Sechange			
		To get started, fill out the following information:				
		Name:	Sean Prysock			
		Email Address:	sean.prysock@ucdenver.edu			
		Password:				
		Cancel	Back Sign In			

#### Check boxes next to what you want to sync then click "Done"



# When mailbox is syncing the icons to manage existing emails will be "grayed out" or unresponsive



# Full successful sync when icons are available to manage existing emails

• • •		Inbox (26	788 messages)			
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Get Mail New Message	Archive Delete	Junk Reply	Reply All Forward	Flag	Search	
Mailboxes Inbox Sent	Flagged					
Sort by Date 🗸			Microsoft Tear	ns 🖉	Today at 8:37 AM	
Microsoft Teams You have been added to a s Microsoft Teams Daniel add Admins Staff team! Microsoft	staff team in Microso ded you to the Micro oft Teams Admins 6 I	8:37 AI oft Teams soft Teams members This T	To: Sean Pryso You have been	ock added to a staff te	eam in Microsoft Teams	МТ

Still have questions? Contact the CU Denver | Anschutz Medical Campus OIT Service Desk: Call 303.724.4357 (4-HELP from a campus phone), Chat at <u>oitsupport.ucdenver.edu</u> or Open a Ticket at <u>http://4help.oit.ucdenver.edu</u>.