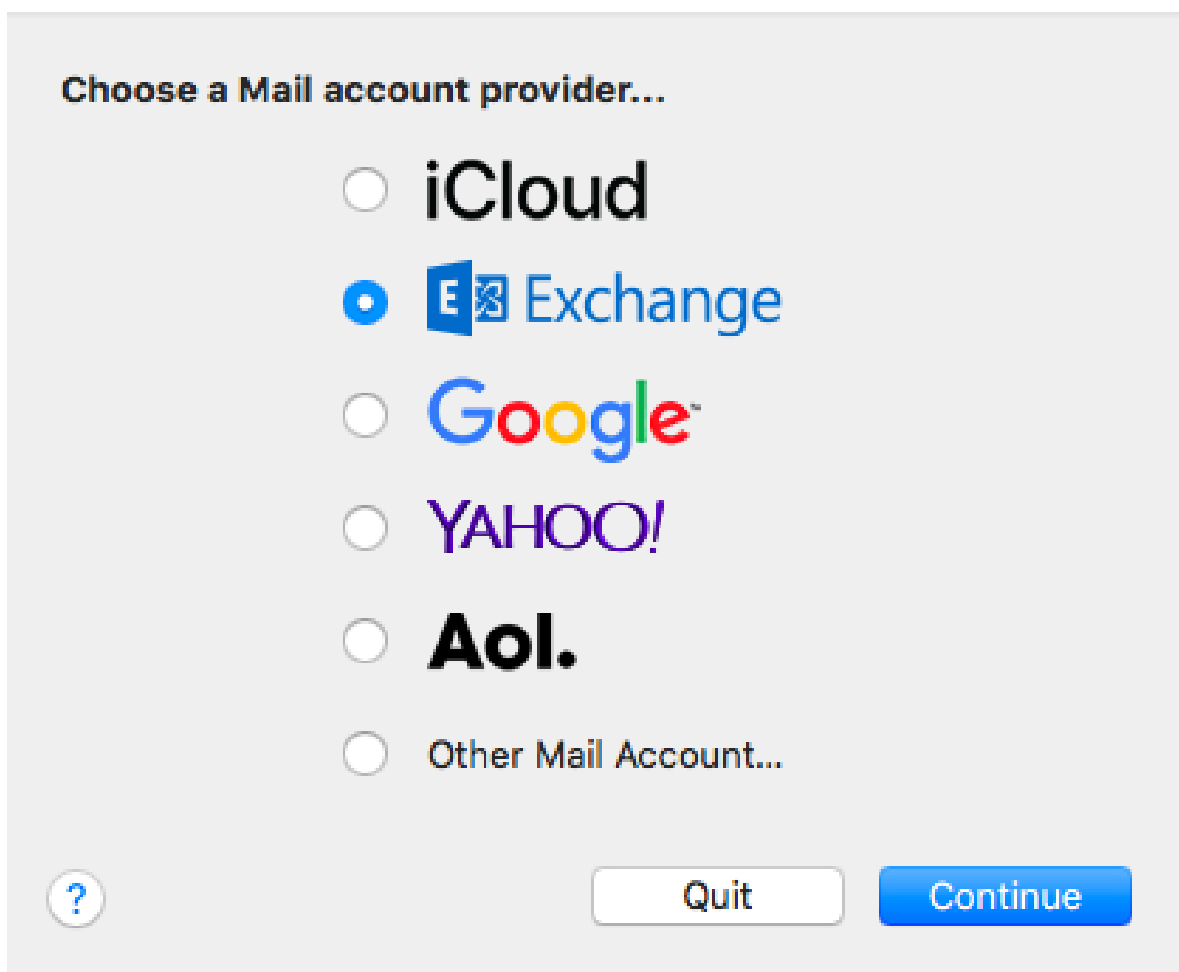


Mac Mail OS X -Nexus 365

**** If you already have a Nexus account configured, you should that you remove this first before configuring the 365 account **** – Please follow the instructions on page 4 of this guide.

Configuring the built-in Mail application in Mac OS X for Nexus365 can be achieved by following steps below:

- Open Mac Mail and select “**Exchange**” from the list and select “**Continue**”
 - (If you have an existing email account already configured, then go to **Mail Menu** and choose **Add Account...**)



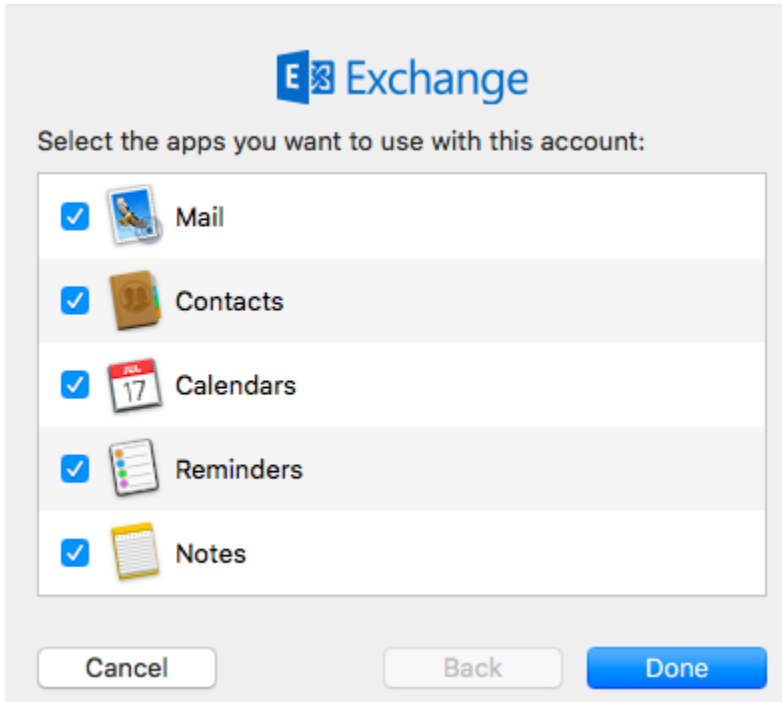
- On the configuration screen, enter your **Name**, **full email address** and your Single Sign On (SSO) **password**. Select “**Continue**”

The screenshot shows the Exchange configuration screen. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name" with the value "Jo Bloggs", "Email Address" with the value "jo.bloggs@bnc.ox.ac.uk", and "Password" which is masked with dots. At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

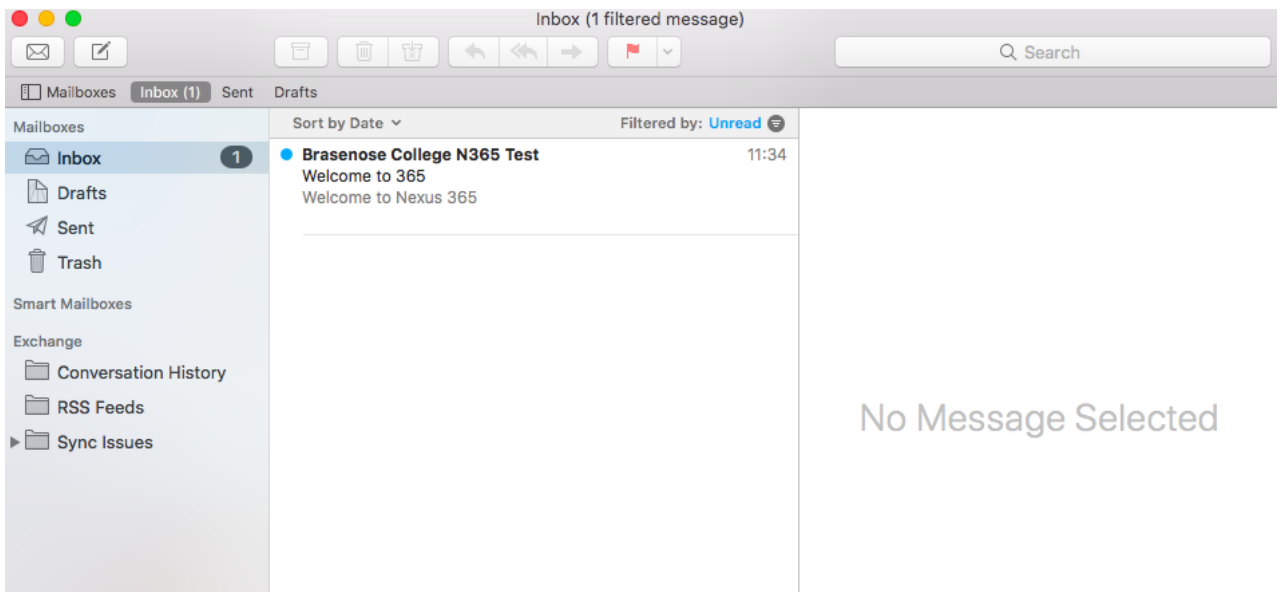
- Additional configuration properties will now need to be entered, as below:
 - Username: username@OX.AC.UK (example brasxxx@OX.AC.UK – **please ensure that this is capitalised**)
 - Internal URL: outlook.office365.com
 - External URL: <Left Blank>

The screenshot shows the Exchange configuration screen with more fields. The "Email Address" field contains "jo.bloggs@bnc.ox.ac.uk". The "User Name" field contains "brasxxxx@OX.AC.UK". The "Password" field is masked with dots. The "Internal URL" field contains "outlook.office365.com" and is highlighted with a blue border. The "External URL" field contains "https://exchange.example.com/EWS/Exchange.asmx". Below the fields, there is a red error message: "Unable to verify account name or password.". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

- Select “**Sign In**”
- Choose which items you’d like to sync (i.e. Mail, Calendar, Contacts etc) and select “**Done**”



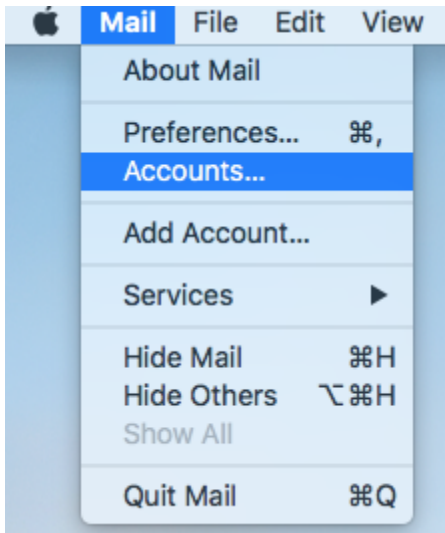
- Your mailbox should now open and begin synchronising email.



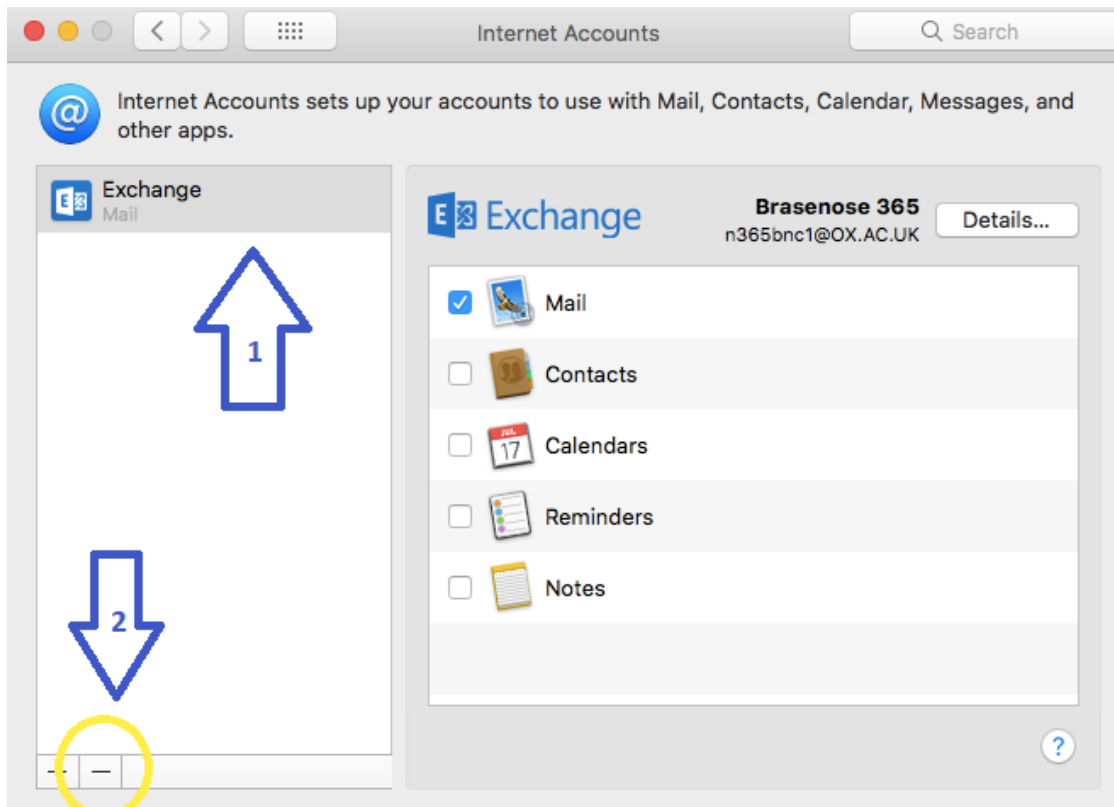
Removing existing Nexus accounts (if required):

This section is linked from the top of the page and should be used if you have existing account configured using the old Nexus email system (*no emails stored on the email server will lost*).

- To remove an account, Select the “Mail” menu > “Accounts”



- In the accounts menu, ensure you have the account you'd to remove highlighted (1). Use the “minus” icon (2) to the remove the account.



The selected account should now be removed.