Mac mail - Add an account

1. Start Mac mail.



2. Click [Mail] to collapse a menu, on which click [Add Account].



3. Choose [Exchange] and click [Continue].



4. Enter your name and email address. Click [Sign In].

	E Schange		
To get started, fill out the following information:			
Name:	(1963) and (201		
Email Address:	@ipc.shimane-u.ac.jp		
	Cancel Sign In		

5. Click [Sign In].



6. Microsoft 365 Sign-in screen pops up then you enter your password of the integrated authentication system of Shimane Univ. Click [Sign in].

	Microsoft			
	← @ipc.shimane-u.ac.jp			
	Enter password			
1	Password			
	Forgot my password			
	Sign in with another account			
	2 Sign in			
	Terms of use Privacy & cookies			
	Cancel			

7. Choose the apps you want to use and click [Done].

E ⊠ Exchange		
Select the apps you want to use with this account:		
🔽 🕵 Mail		
🖸 🧾 Contacts	\cup	
🗸 📆 Calendars		
Reminders		
Votes		
Cancel	Back Done	

8. All settings are complete. Thank you for your time.