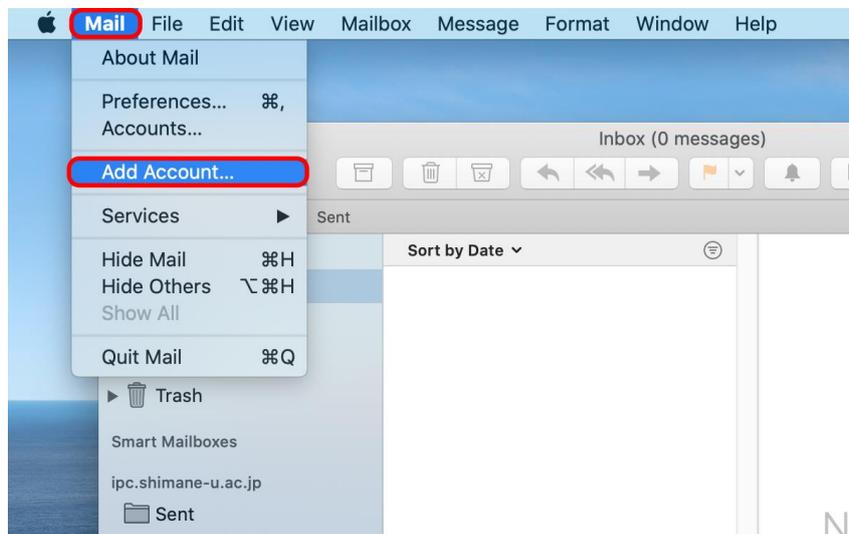


Mac mail – Add an account

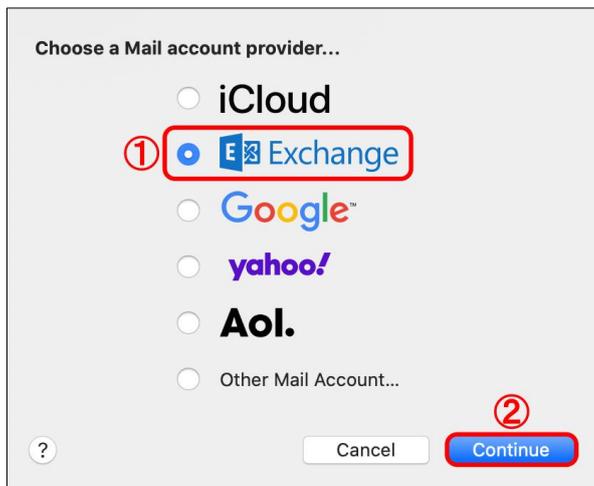
1. Start Mac mail.



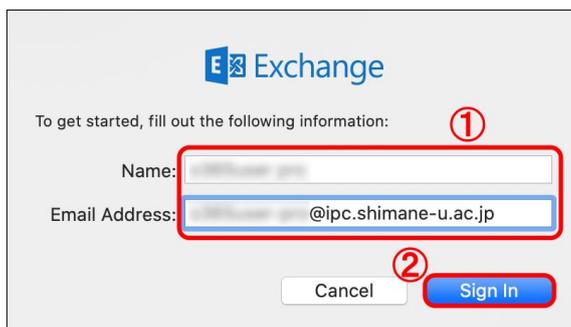
2. Click [Mail] to collapse a menu, on which click [Add Account].



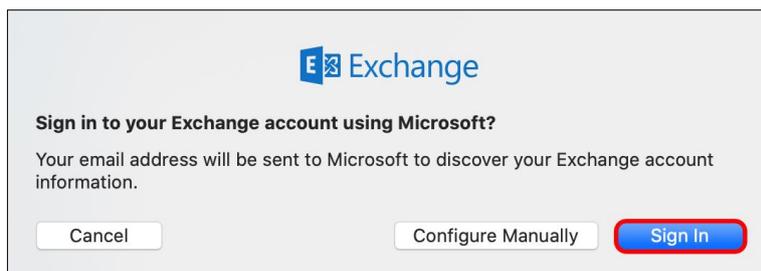
3. Choose [Exchange] and click [Continue].



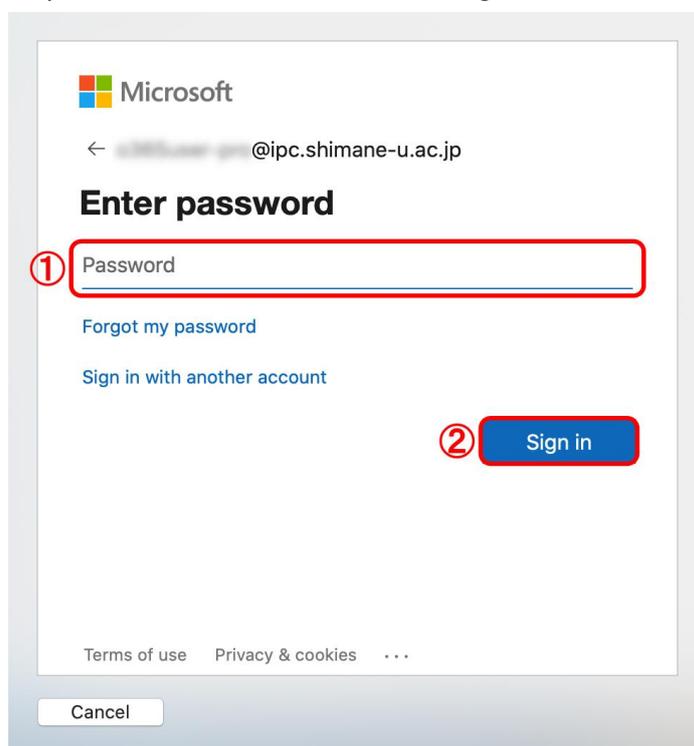
4. Enter your name and email address. Click [Sign In].



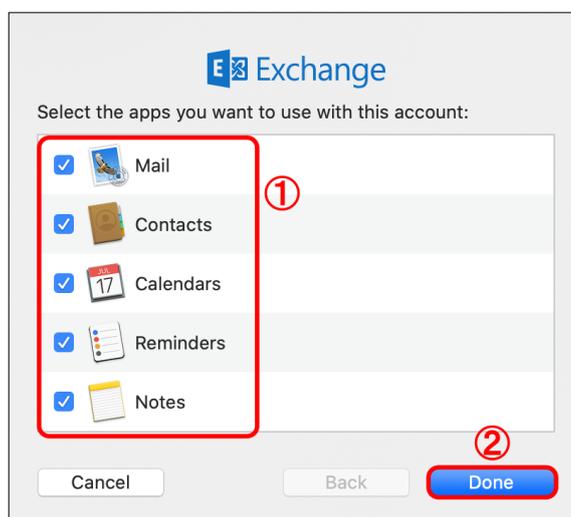
5. Click [Sign In].



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



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



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