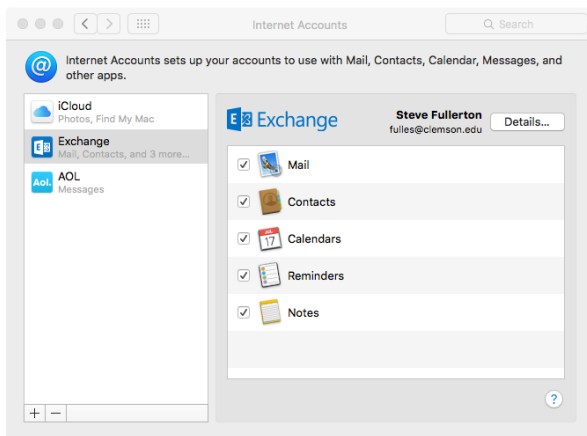


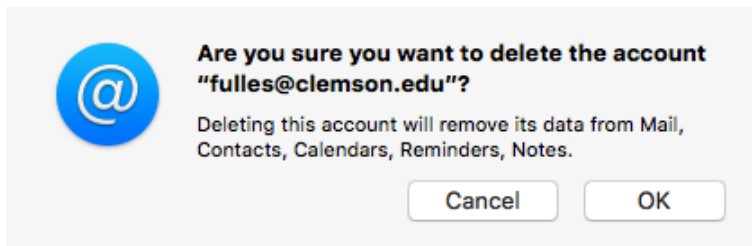
## Updating Mac Mail client settings for Exchange Online

Redirecting your Mac mail client to Exchange online is very quick. It does not require you to reset anything. Think of it as your Internet provider changing the name of their mail server. It is really that simple.

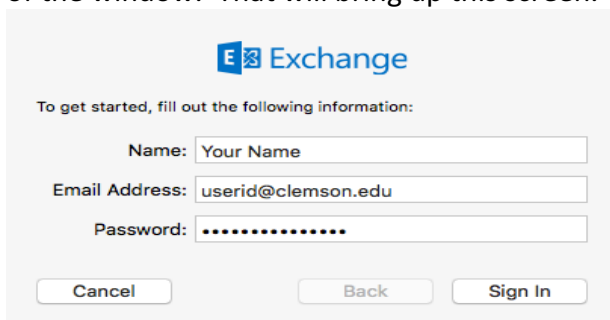
To get there open “System Preferences” → then click on Internet accounts. You will see the following screen. If are already using Mac mail, Exchange will be listed on the left. Click on Exchange then click, “-” to delete the account. Don’t worry your mail is on the server. It will come back.



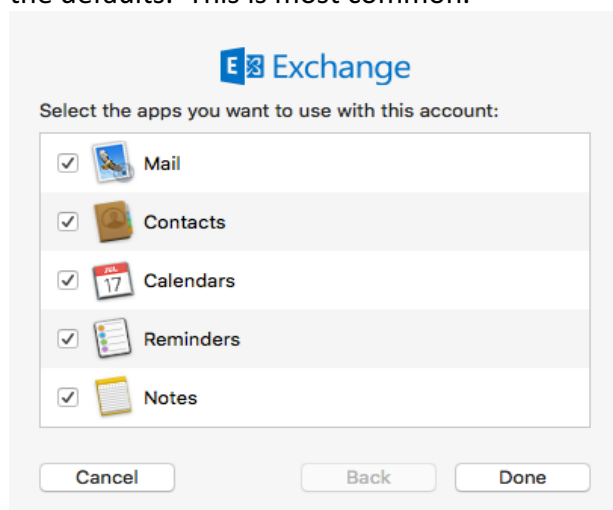
The next screen asks you to verify the action you just asked for. Please continue by clicking “OK”.



Now we are going to add the account back. Click on the “Exchange” icon in the right-hand pane of the window. That will bring up this screen. Fill in all of your information. The click “Sign In”



Now that you have signed in, you will get the options screen. This allows you to select which apps the Mac mail client will sync. Unless you know you are using another app, you will keep the defaults. This is most common.



Now Click "Done". That's it! When you launch your Mac mail client it will rebuild your local mail box. Folders and all.