

Configure Exchange email for Apple Mail or Outlook for MacOS

2675 Laurie Sherrod July 11, 2023 [Exchange](#)

These instructions will cover setting up Clemson Outlook/Exchange using Apple Mail and MS Outlook.

In order to use Apple Mail with Outlook Exchange, you need macOS 10.14 or higher, which is required to support modern authentication. Modern authentication has ended support for Apple Mail on macOS High Sierra 10.13 or older versions.

In macOS, Exchange and other mail accounts can be set up in System Preferences, available to installed applications.

SET UP EXCHANGE ONLINE IN SYSTEM PREFERENCES FOR MAC MAIL

To set up Exchange Online in System Preferences for Mac Mail:

1. Click the **Apple** menu, and select **System Preferences**.
2. Click **Internet Accounts**.
3. From the options on the right side of the "Internet Accounts" dialog box, choose **Microsoft Exchange**.
4. In the setup dialog box that appears, enter your Clemson **username@clemson.edu** as your Email Address and then click **Sign In**.
5. If you are prompted with options for Configure Manually or Sign In, choose **Sign In**.
6. In the Clemson Sign in page, enter your Clemson **password** (your Clemson username@clemson.edu should be populated automatically). Click **Sign In**.
7. You may be asked to select which apps (Mail, Contacts, Calendars, Reminders, Notes...) you want to use with this account. Deselect any you do not want. Click **Done**.
8. You will be returned to the Internet Accounts box with your Exchange account listed on the left. Your Exchange email is now configured.

SET UP EXCHANGE IN OUTLOOK FOR MACOS

To set up Exchange in Outlook for macOS:

1. Open Outlook by either searching for Outlook with the Spotlight or Finder menu, or, if an icon is in your dock, click the icon in the dock.
2. You may be asked to Sign in to your organizational account. Make sure it says username@clemson.edu and complete your **password**. Then click **Sign in**.
3. If you are not prompted with the option to add your Exchange account:
 - a. Click the **Outlook** menu, and select **Preferences**.
 - b. In the "Outlook Preferences" window, click **Accounts**.
 - c. In the bottom left, click the **+** (plus sign) and select **New Account**.
 - d. Enter your Clemson username@clemson.edu, and then click **Continue**.
4. Log in using your Clemson **password** and click **Sign in**.

5. Click **Done**, or to add additional accounts, click **Add Another Account** and follow the prompts.
6. You may need to authenticate once more with Duo. After a few seconds, your Exchange account will populate in Outlook.

If you have more questions, email ITHELP@clermson.edu or call 864-656-3494.

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