How to: Set up TechMail in Mail, Calendar, Contacts, Reminders, and Notes on your Mac

Solution

Open System Preferences and click Internet Accounts > Exchange. Type in your eRaider credentials, and select the apps you’d like to sync.

Details

1) Open System Preferences.

2) Click Internet Accounts.

3) Click Exchange.
4) Type your **Name** and **Email Address** in to the spaces provided.
5) On the drop down that appers click the Sign In option.
6) Type in your account information and click "Sign In".

- **Email Address**: your TechMail address (e.g. *john.doe@ttu.edu*)
- **Password**: your eRaider password
7) If prompted for Account Settings, type your account information as follows, and then click Continue.

- **Description**: any descriptive name you wish, such as "TechMail"
- **User name**: your TechMail address (e.g. john.doe@ttu.edu)
- **Password**: your eRaider password
- **Server address**: outlook.office365.com
8) Mail, Contacts & Calendars should find your account on the server and may present you with an Account Summary page. If so, click **Continue**.

9) Choose the items you wish to sync, and then click **Done**.
OUTCOME

Your TechMail account has been added to the Apple Mail app. You can now access the following:

- Email messages using the Mail app
- Contacts using the Contacts app
- Calendar items using the Calendar app
- Tasks using the Reminders app
- Notes items using the Notes app

Solution Properties

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