How to: Set up TechMail on the default Mac Mail app

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 appears 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

**Solution ID**
140513103712681

**Last Modified Date**
03/28/2019 05:20:35 PM

**Author**
cpawlick