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 in your account information and click **Sign In**.

- **Full name**: your name (e.g. Doe, John)
- **Email address**: your TechMail address (e.g. john.doe@ttu.edu)
- **Password**: your eRaider password

5) 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

6) Mail, Contacts & Calendars should find your account on the server and may present you with an Account Summary page. If so, click **Continue**.

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

Your TechMail account has been added. 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
01/04/2019 03:19:07 PM

Author
josill