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 into 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

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