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.
Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages, and other apps.

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

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