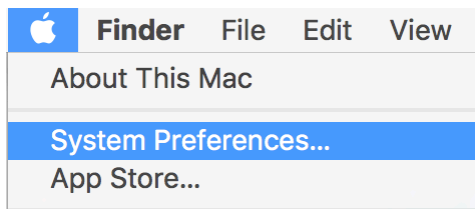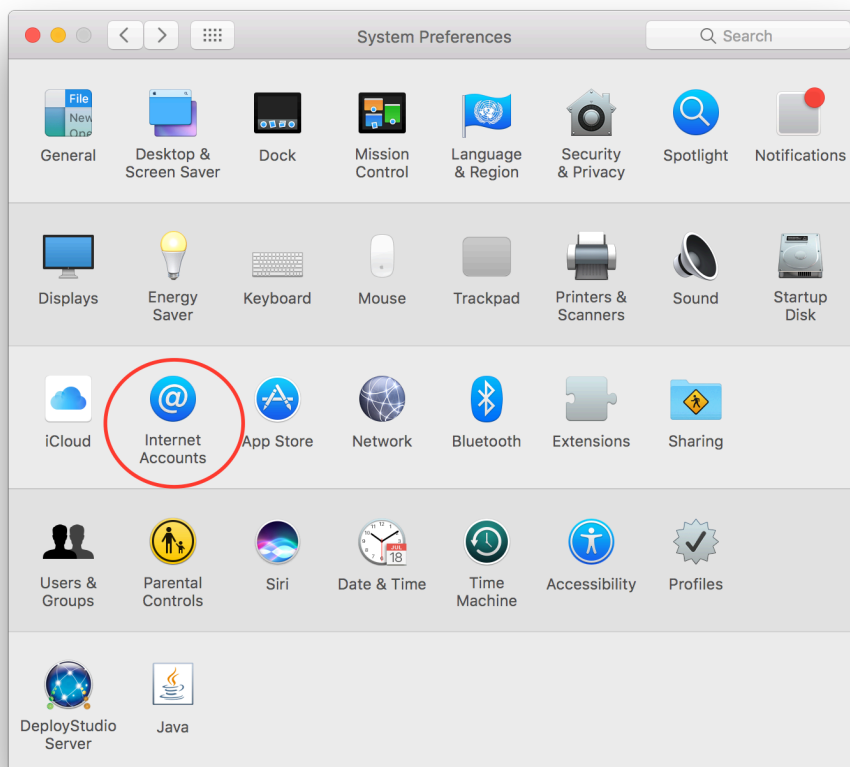# Apple Mail Setup for Office 365
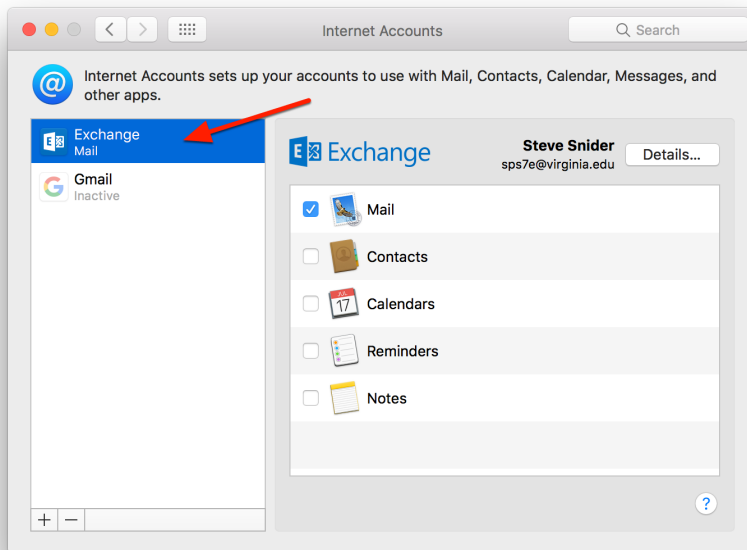
Open System Preferences

You can either click the System Preferences icon on the dock, or click the Apple icon in the top left and select System Preferences.
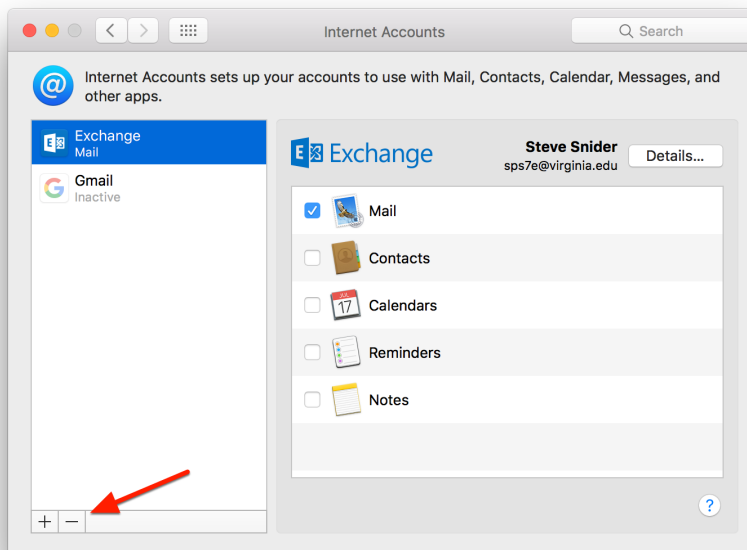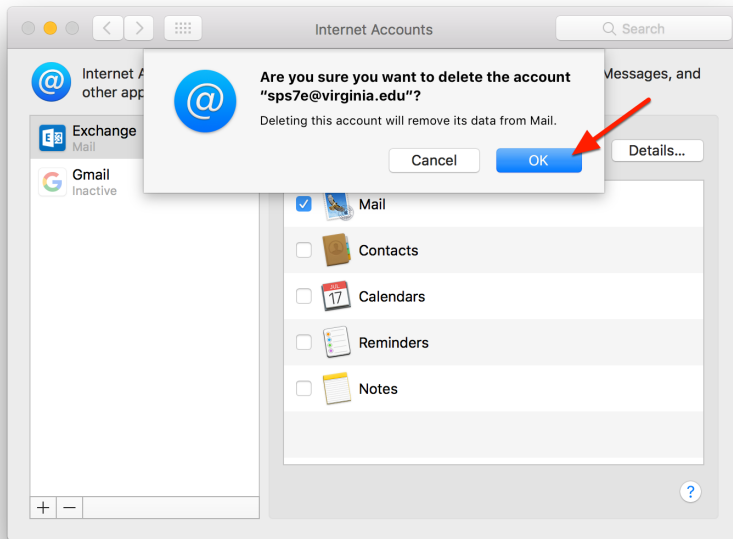

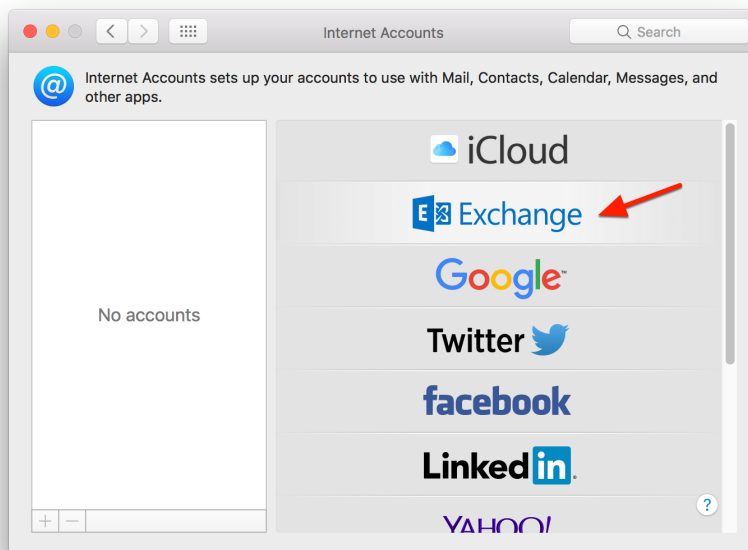## Select Internet Accounts

Select your current UVA Exchange Account

Click the Minus Sign to Remove it
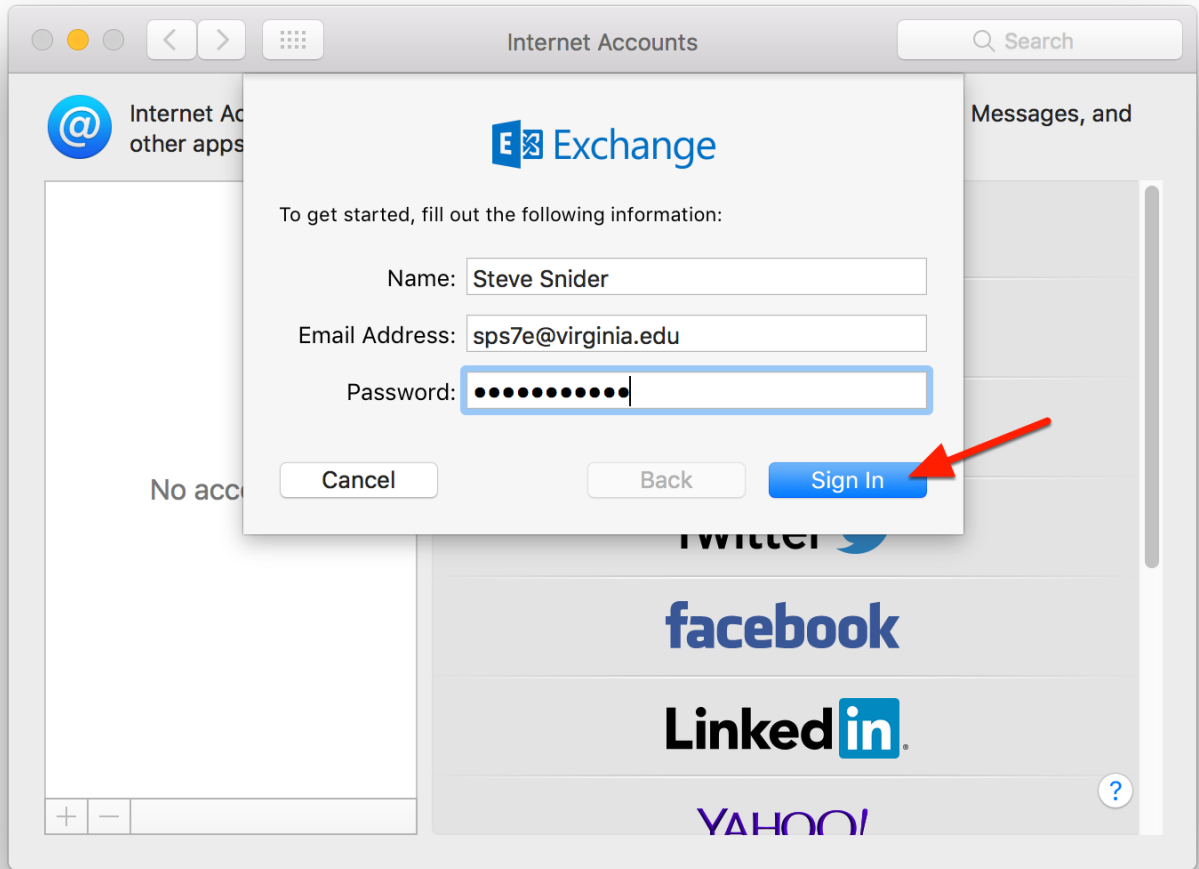
Click OK to Confirm

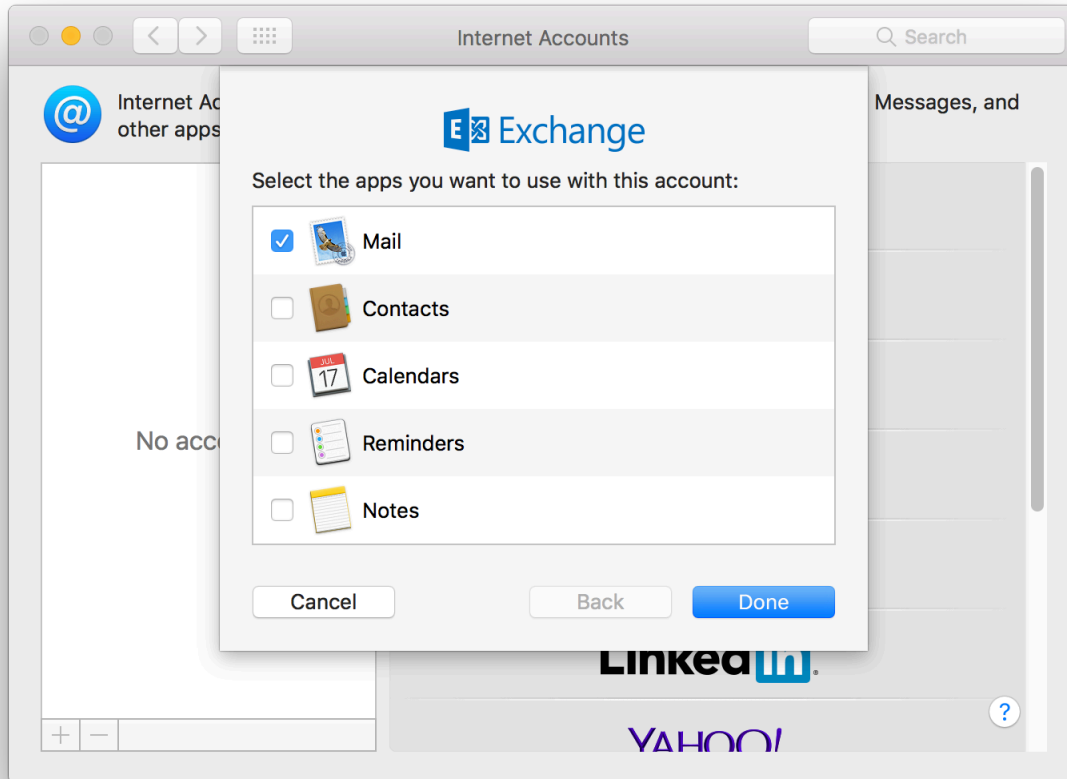# Select Exchange to add your new Office 365 Account

Enter your Name, E-mail, and Eservices Password

Your e-mail address must be in the form of "ComputingID@virginia.edu". When finished, click **Sign In**.

Select the items you wish to use with Office 365

If you only use your UVA e-mail, please un-check all other items (these options can also be adjusted later).

Click Done, and you're ALL SET!

Note that when opening Apple Mail after adding your new account, it may take some time to initially sync.