Setup Mail, Calendars, Contacts and Notes OS X 10.12 (Sierra), 10.13 (High Sierra) and 10.14 (Mojave)

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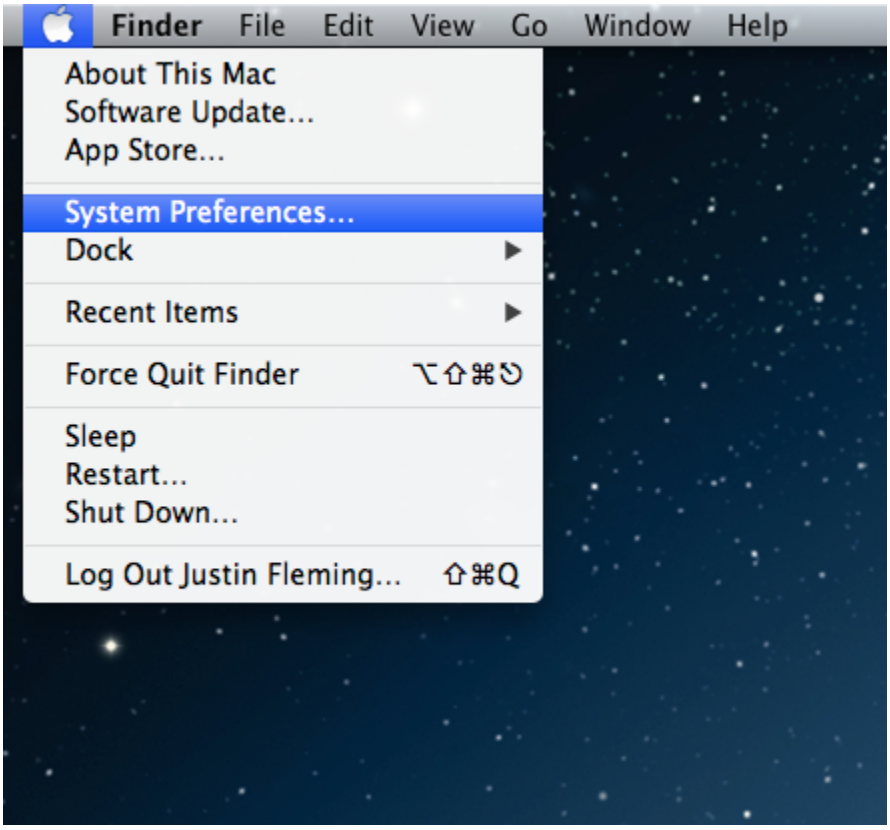
⚠ This article refers to Exchange Email and Calendaring. If you're looking for Office 365 Email and Calendaring, see: [istcontrib:Office 365 - Email and Calendaring Landing Page].

If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Office 365?]

Instructions

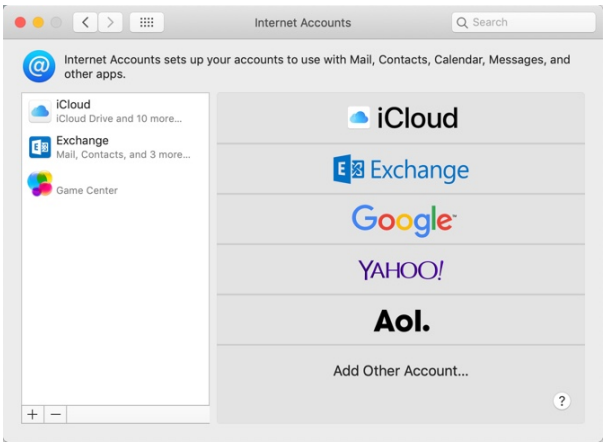
ℹ Mail.app uses Contacts to store and access contact information.

1. Navigate to the Apple Menu in the upper-left of the screen and select **System Preferences**.

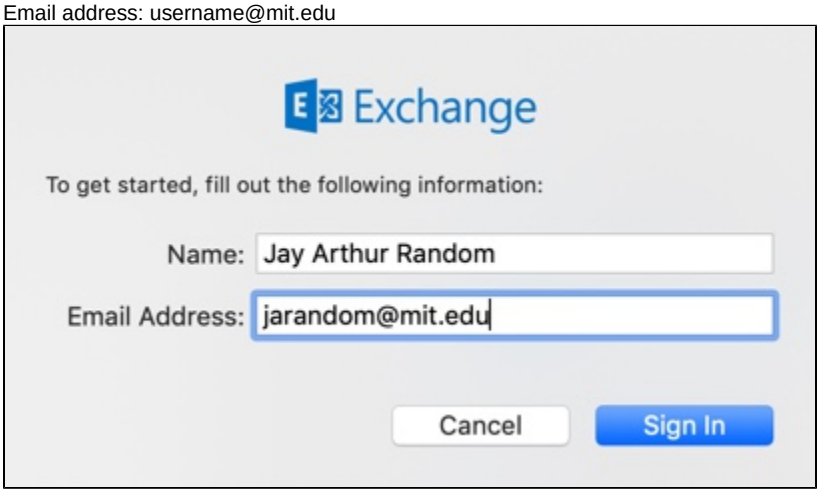


2. From the *System Preferences* window, select **Internet Accounts**.

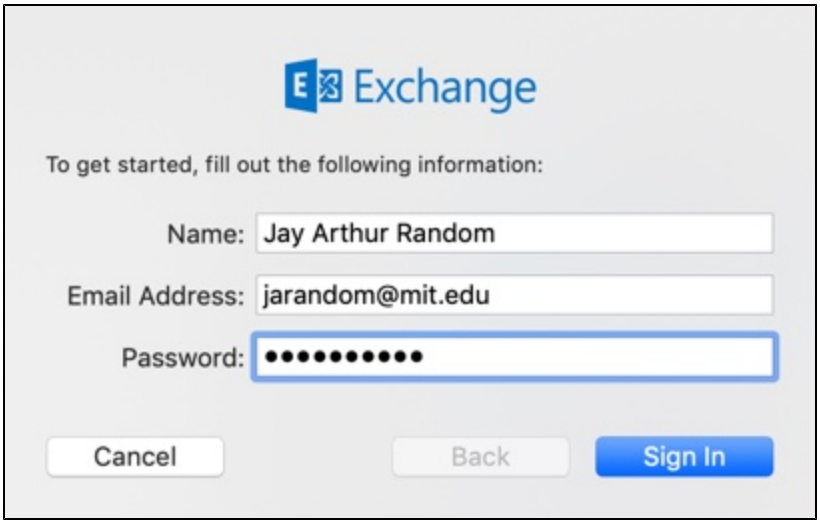
3. In the following window, select **Exchange** from the right-hand column.



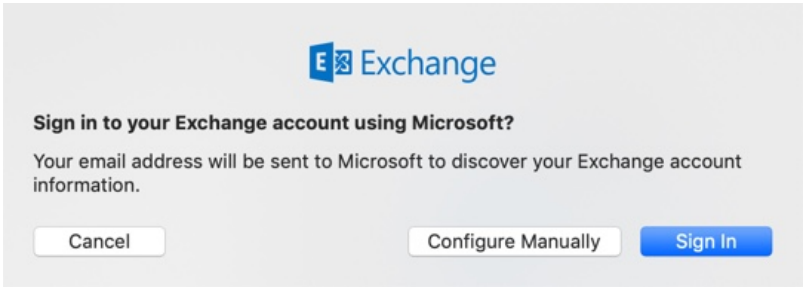
4. On the following screen enter your information:
    - Name: Your Full Name
    - Email address: username@mit.edu



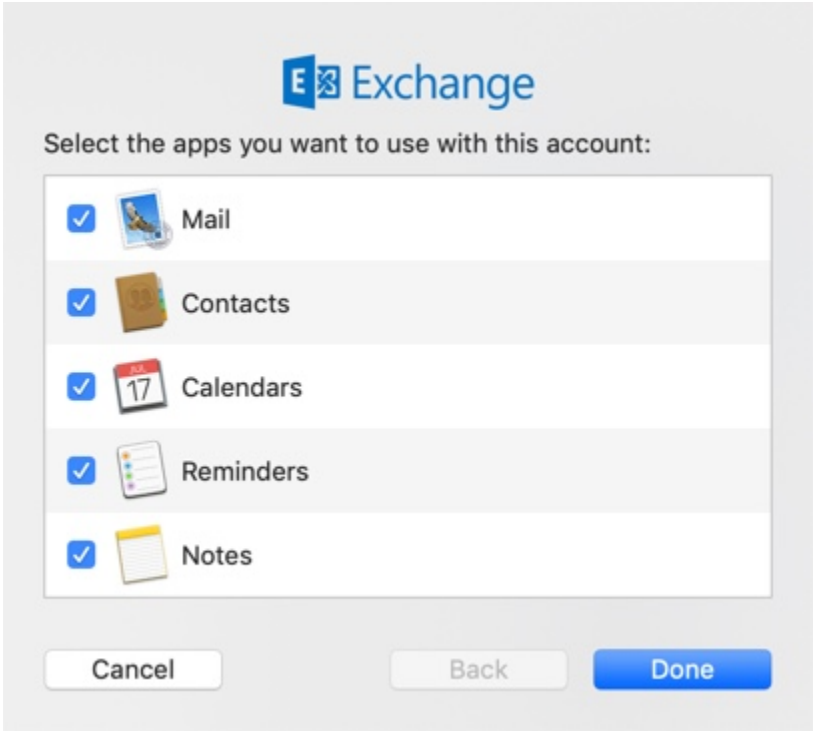
5. Then you will be prompted to enter your MIT Password as well. Enter it and click **Continue**.



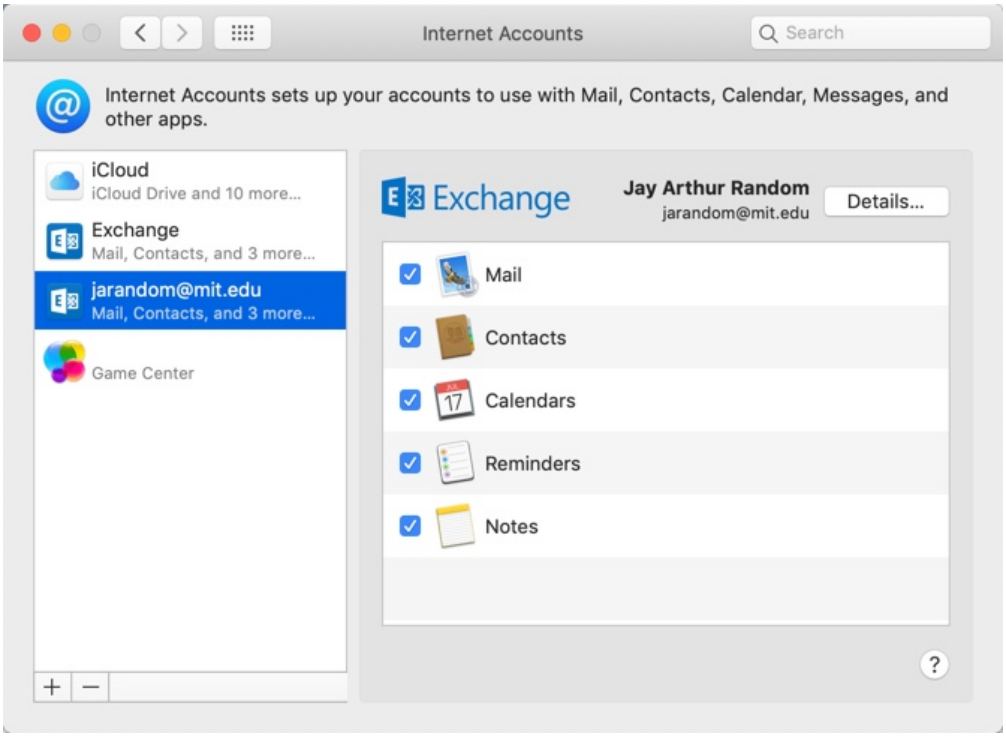
6. You're prompted to sign in to your Exchange account using Microsoft. Click **Sign In.**



7. Select the applications you wish to synchronize with MIT's Exchange environment and select **Add Account**.



8. Your account now shows up in the left-hand column. Email messages, contacts, calendar appointments, and notes will begin to populate the Mail, Contacts, Calendars and Notes applications (respectively) upon first launch.


Internet Accounts
Search
Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages, and other apps.
iCloud
iCloud Drive and 10 more...
Exchange
Mail, Contacts, and 3 more...
jarandom@mit.edu
Mail, Contacts, and 3 more...
Game Center
Exchange
Jay Arthur Random
jarandom@mit.edu
Details...
Mail
Contacts
Calendars
Reminders
Notes