

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

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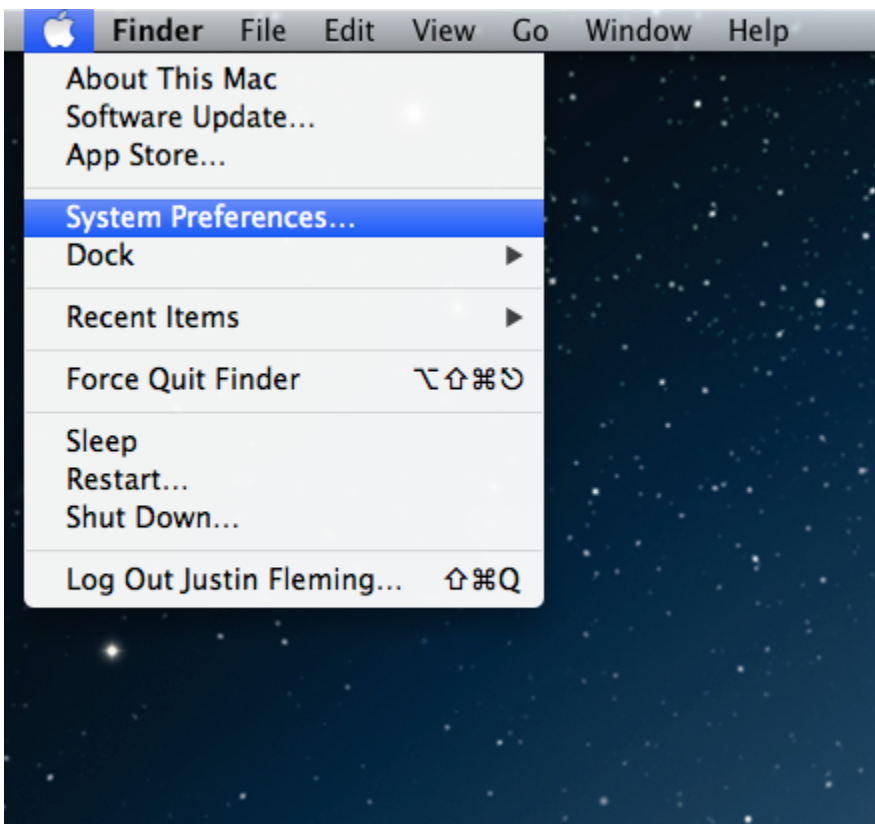
This article refers to Exchange Email and Calendaring. If you're looking for Office 365 Email and Calendaring, see: [istcontrib:Office 365 - Email and Calendaring Landing Page].

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

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

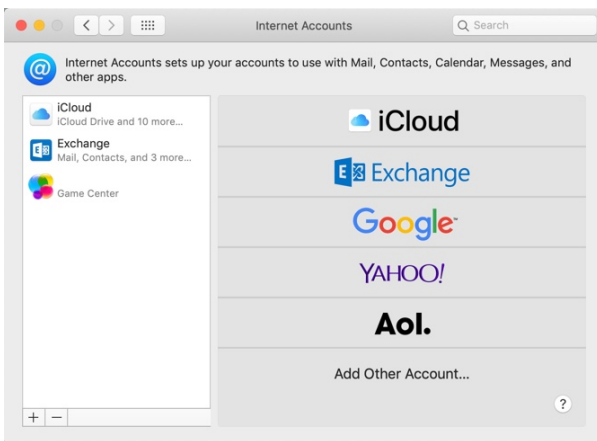
1. Navigate to the Apple Menu in the upper-left of the screen and select **System Preferences**.



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



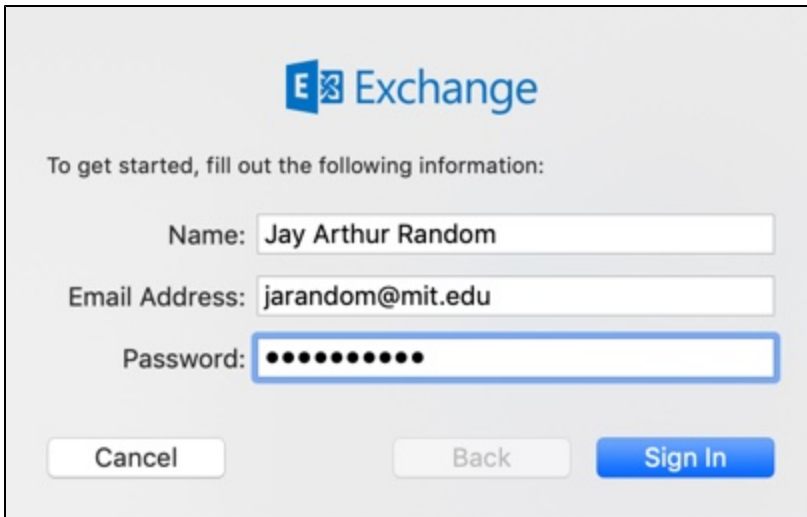
3. In the following window, select **Exchange** from the right-hand column.



4. On the following screen enter your information:

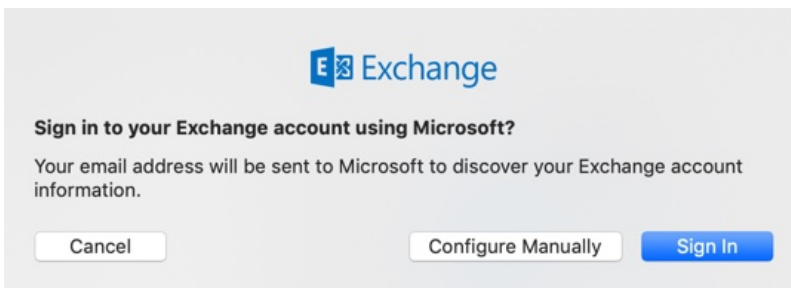
- Name: Your Full Name
- Email address: username@mit.edu

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



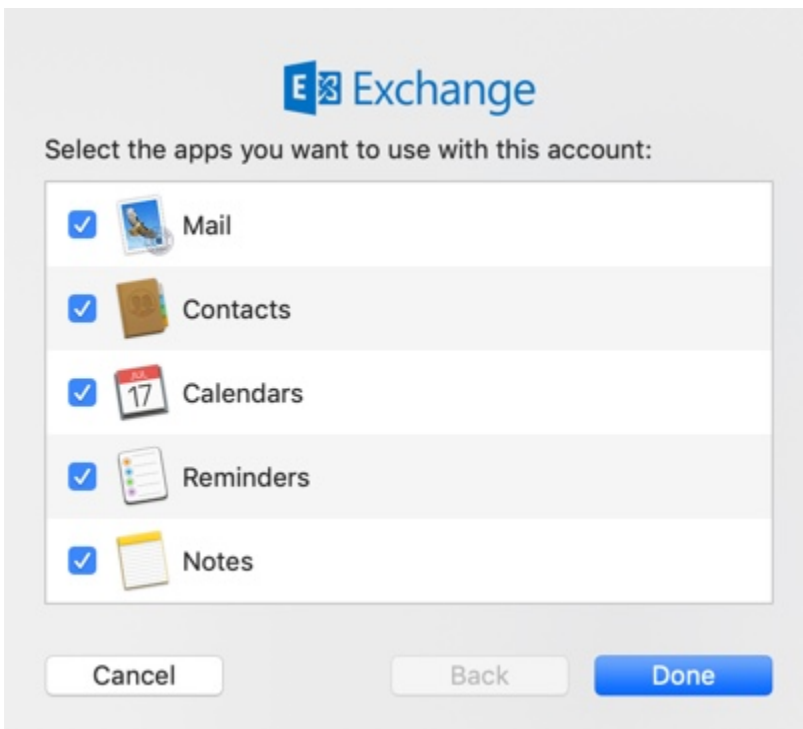
The screenshot shows the initial Exchange account setup window. At the top is the 'Exchange' logo. Below it, a message says 'To get started, fill out the following information:'. There are three input fields: 'Name' with the text 'Jay Arthur Random', 'Email Address' with 'jarandom@mit.edu', and 'Password' with a masked password of ten dots. At the bottom are three buttons: 'Cancel', 'Back', and 'Sign In'.

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



The screenshot shows a screen titled 'Sign in to your Exchange account using Microsoft?'. It includes a sub-header 'Sign in to your Exchange account using Microsoft?' and a paragraph: 'Your email address will be sent to Microsoft to discover your Exchange account information.' At the bottom are three buttons: 'Cancel', 'Configure Manually', and 'Sign In'.

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



The screenshot shows a screen titled 'Select the apps you want to use with this account:'. It features a list of five applications, each with a checked checkbox and an icon: 'Mail' (envelope icon), 'Contacts' (address book icon), 'Calendars' (calendar icon), 'Reminders' (notepad icon), and 'Notes' (notepad icon). At the bottom are three buttons: 'Cancel', 'Back', and 'Done'.

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.

