

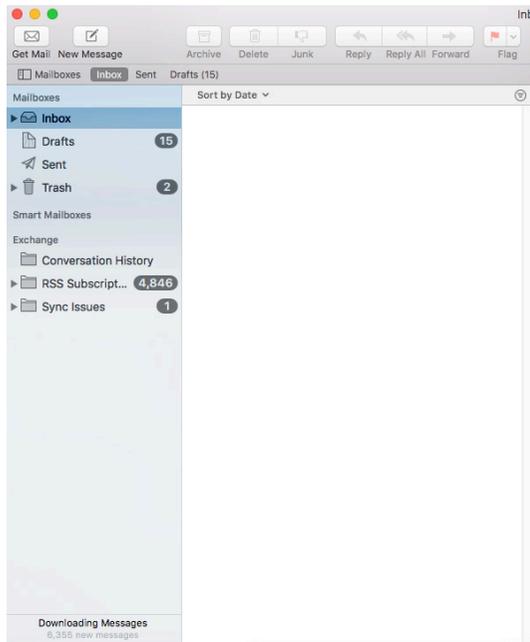
# MACMAIL

To view your email, open the Mail application (either via the dock if it is present, or via Spotlight).



Exchange email should then be available as per the screenshot below.

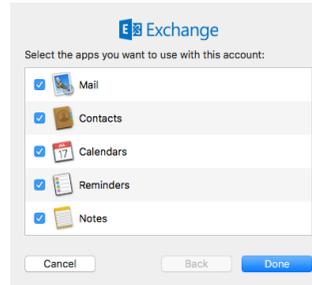
**Note:** that you may need to click “Show” near Exchange in the left hand pane so show additional folders appear within your O365 account.



# CALENDAR

**Note:** In macOS version 10.8 (Mountain Lion), Apple renamed iCal to Calendar. If you are wanting “iCal” integration then this section is relevant to you.

Provided “Calendar” was selected in:

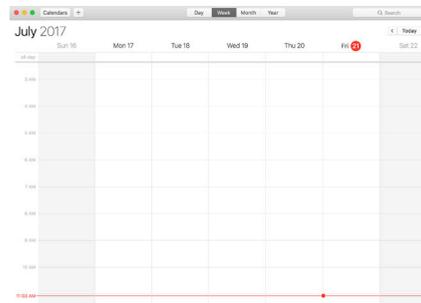


Exchange calendar items should now be available within macOS Calendar.

Open the Calendar application:



O365 calendar items should be displayed as per the following sample screenshot. Meeting requests should also appear as pop-up “toast” notifications, and you can double click a meeting event to get options to respond to a meeting request.



# RECONNECTING YOUR MACMAIL TO YOUR MASSEY EMAIL ACCOUNT.



Your emails will NOT be lost following these steps

The first step in reconnecting your MacMail to your Massey email account is to remove your existing Exchange MacMail account and recreate it.

**NB: Your emails will NOT be lost by following these steps.**

1. Open **System Preferences** and then click on **Internet Accounts**

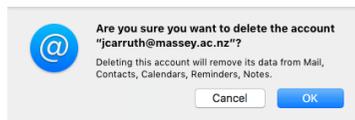


2. Select the existing Exchange account, and then click the **small Minus Sign(-)** in the bottom left-hand corner to remove the account.

**Note:** This could be called Massey, Exchange or something else.



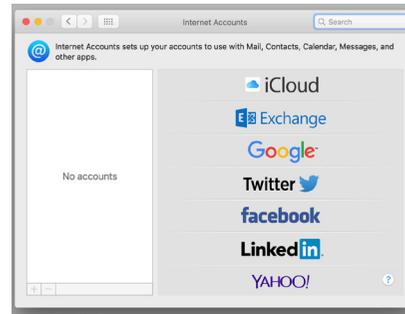
3. On the warning dialog box, click **OK**.



Following this, the list of accounts should be empty (unless you have other accounts with third-party providers such as Gmail).

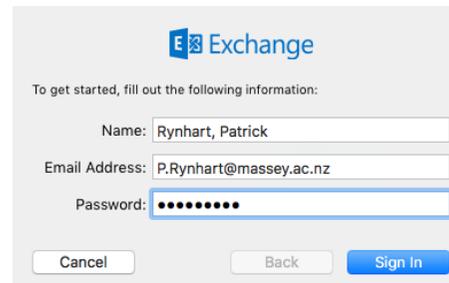
## YOU WILL NOW BE ABLE TO RECREATE YOUR MACMAIL EXCHANGE EMAIL ACCOUNT.

1. On the following dialog, click **Exchange**



2. Then, in the dialog box that is displayed:

- Enter your name in Last Name, First Name format
- Enter your Massey Email Address
- Enter your Massey Password



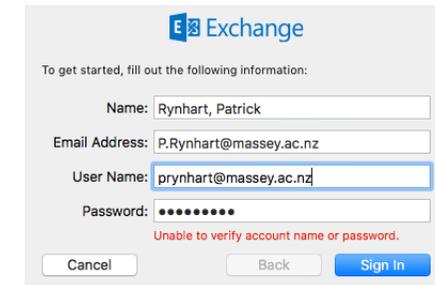
3. Click **Sign In**.

An error message "Unable to verify account name or password" will be displayed, but an extra field **User Name** will also appear.

In the **User Name** field enter your account name in the following format:

username@massey.ac.nz

Where username is the short name for your Massey network account (also used to sign in to your computer).

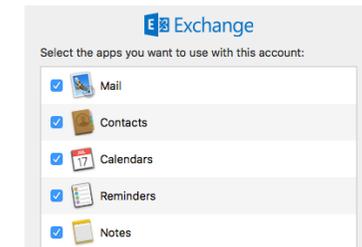


**Note:** If an external or internal URL is required or a server name is requested, enter **outlook.office365.com** in each field.

4. Click **Sign In**.

The following prompt allows you to integrate your email and other features, including contact information, Exchange calendar, notes and reminders.

5. Accept the following prompt (or customise as you like). **Select Calendar** to connect your Exchange calendar



6. After clicking **Done**, your Office 365 mail will begin to synchronise. The initial sync of mail may take some time depending on the speed of the network connection.