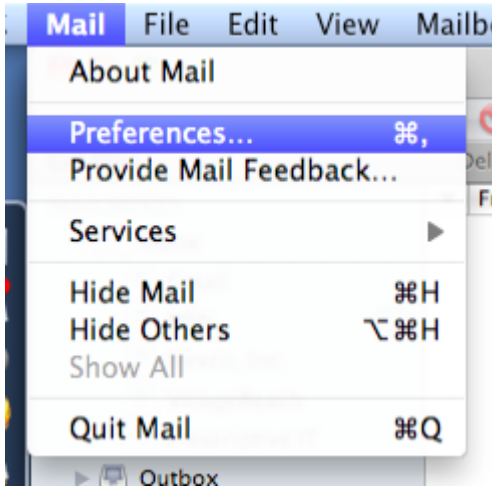


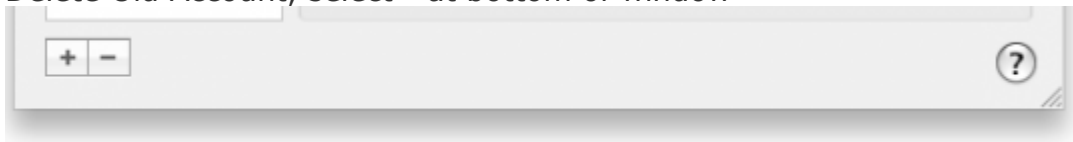
Mac Step #1 – Delete Old Email Account, Re-add New

Directions are shown for Mac Mail, but it is essentially the same for Mac Outlook 2011. Most of the following screen shots are from the latest version of Mac Mail.

1. Delete old email account
 - a. Start Mac Mail
 - b. Select Preferences



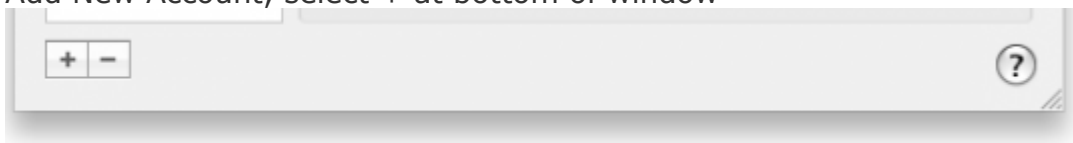
- c. Delete Old Account, select - at bottom of window



2. Add Office365 to Mac Mail
 - a. Select Preferences
 - b. Select Accounts



- c. Add New Account, select + at bottom of window

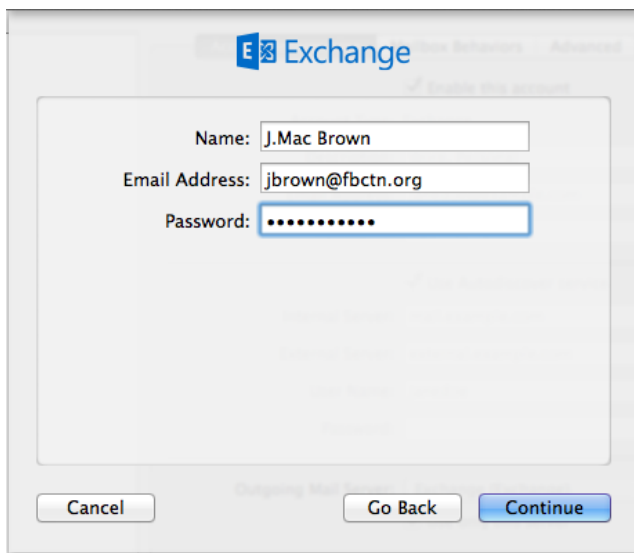


3. Select Exchange as email type



4. Enter Office 365 credentials

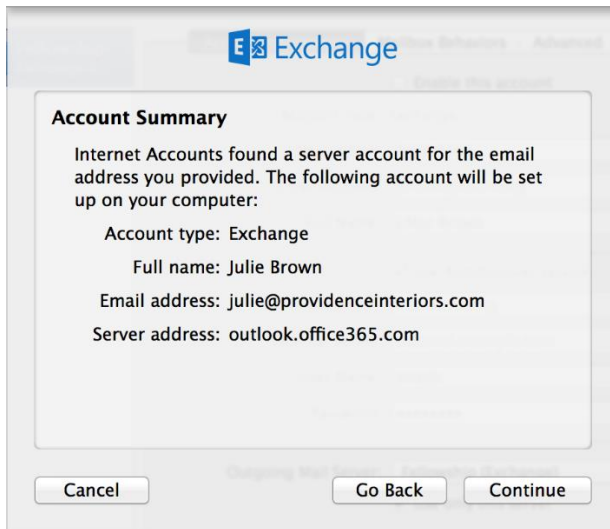
- a. Enter your Full Name (e.g. John Doe) as you wish it to appear on sent email.
- b. Enter your fbctn.org email address (e.g. jbrown@fbctn.org)
- c. Enter your password (same current email/network logon password)



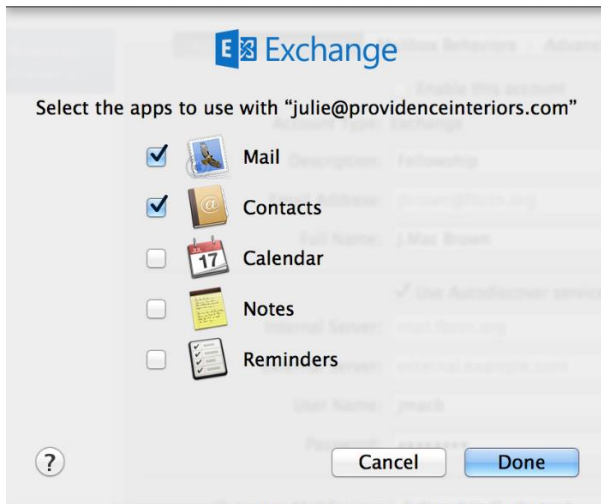
- d. The most likely error that you may receive will be "unable to verify account" and is caused by a wrong email address or password – be sure this information is correct.
- e. Click Continue

5. Validate the configuration

- a. Review the information on this page for accuracy, if necessary use the "Go Back" button to correct any error's and re-try



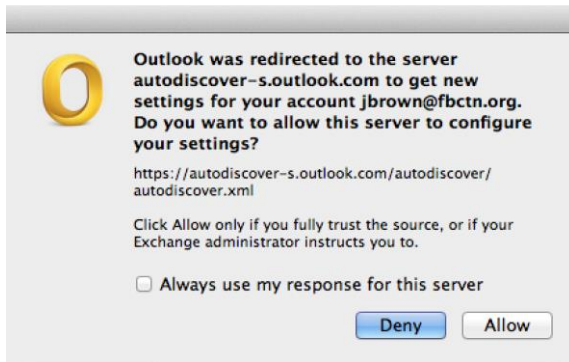
- b. App Selection:



Decide at this point which apps you choose to sync:

1. **Mail** (Confirm this unless you prefer using Outlook 2011)
 2. **Contacts** (if using iMessage on Mac, then recommend sync to Address Book for use in iMessage)
 3. **Calendar** (Recommend this unless you prefer using Outlook 2011)
 4. **Notes** (Recommend use with iCloud email account only)
 5. **Reminders** (Recommend use with iCloud email account only)
- c. Click **Done**.

6. You may get this "Redirect Notification"



7. Click **"Allow"**

8. Send a test email from your new account to another use and validate it works.