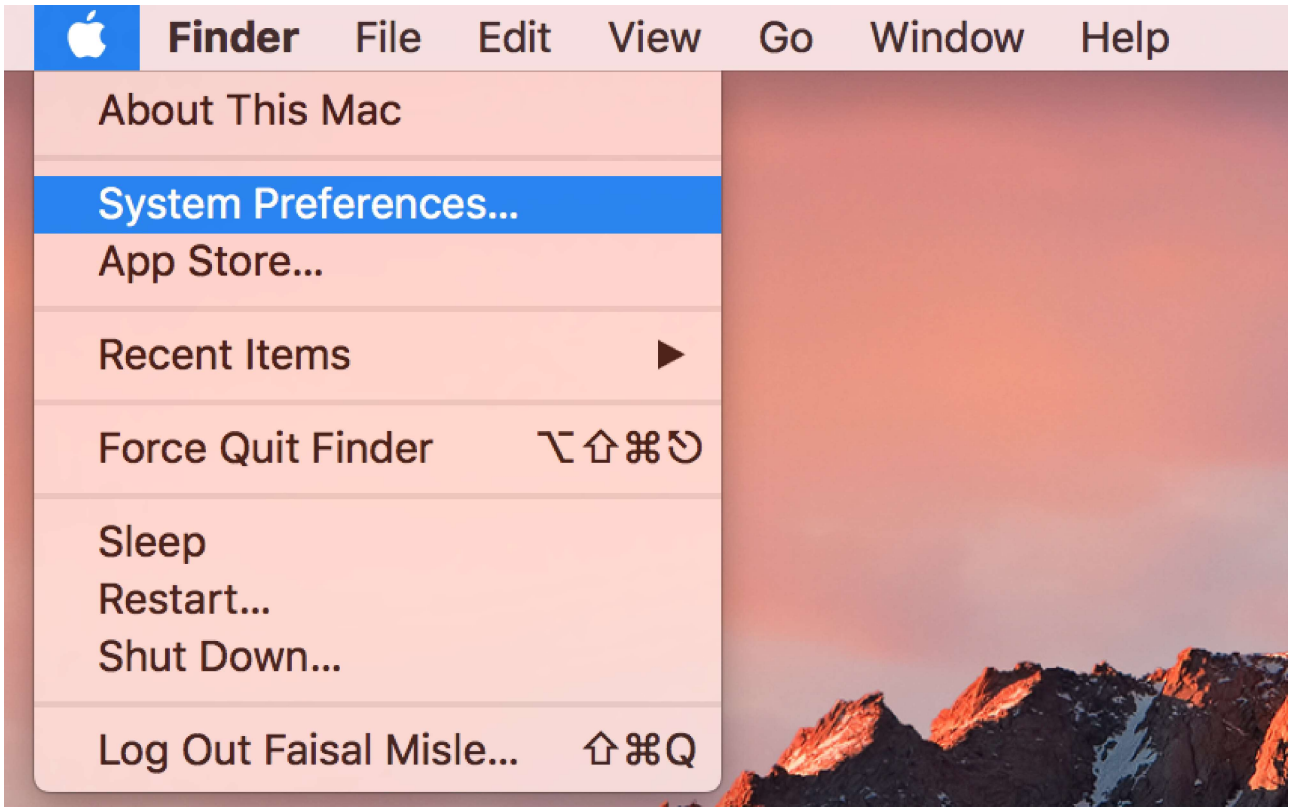
macOS: Apple Mail (Exchange)

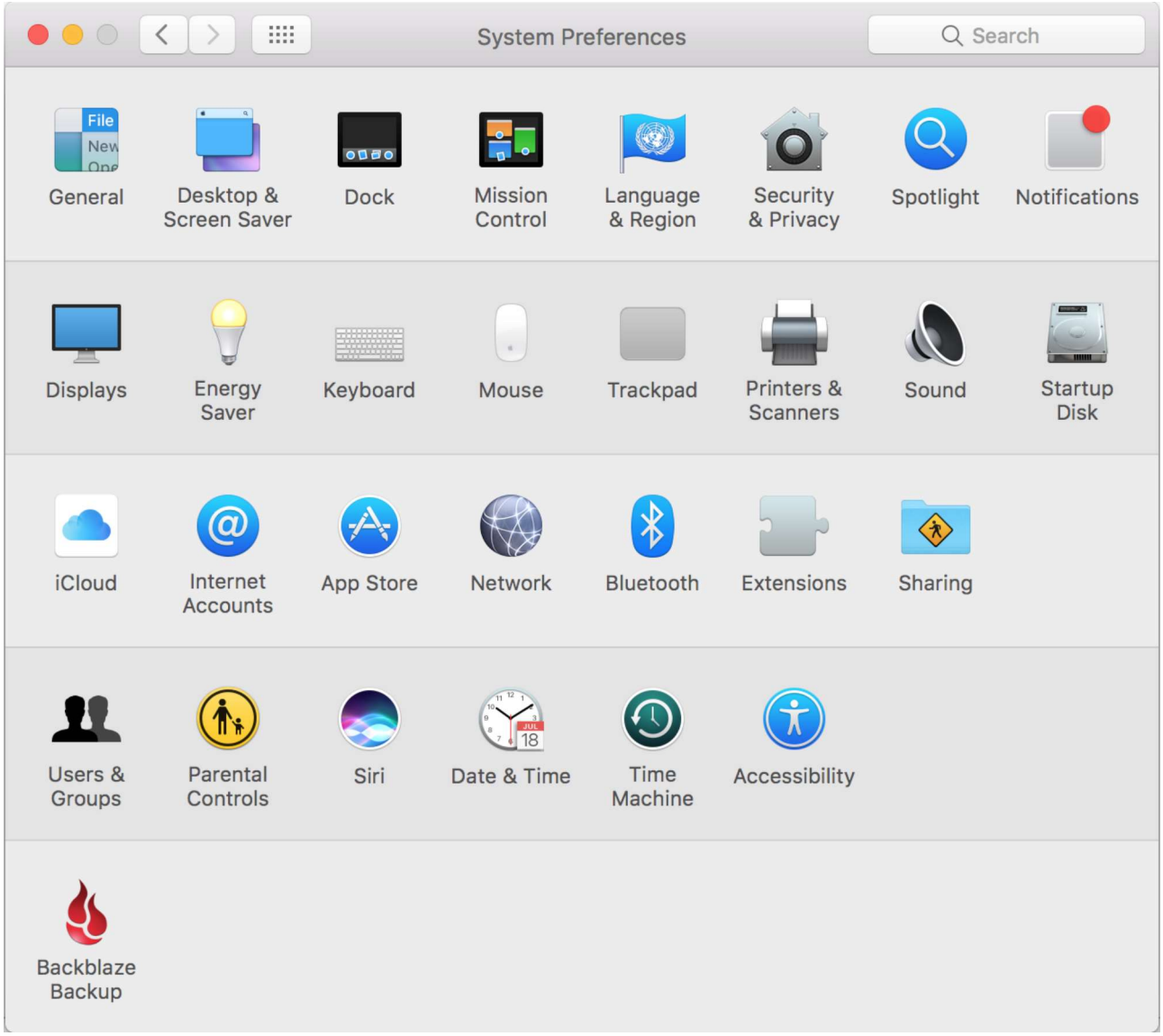
This article will assist you with setting up Apple Mail on OS X 10.11 (El Capitan) and macOS 10.12 (Sierra) with your Hosted Exchange mailbox.

1. Launch System Preferences by clicking on the Apple icon on the top left of your screen, and then selecting **System Preferences**

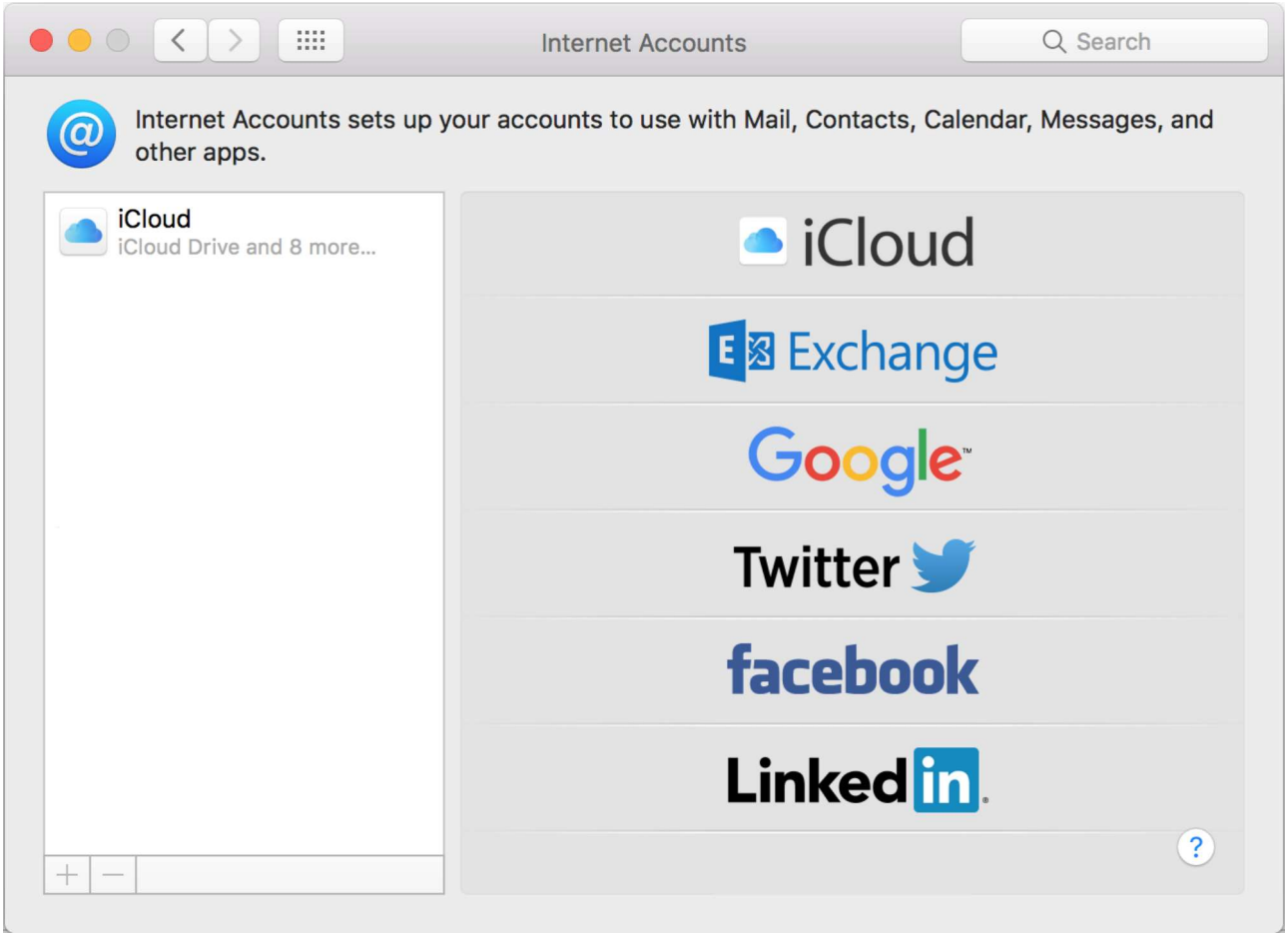
   Alternatively, you can press **Command (⌘) + Space Bar**; then type "**System Preferences**" in the Spotlight search and press enter to launch the System Preferences application



2. Within System Preferences, click **Internet Accounts**.



3. Select **Exchange**

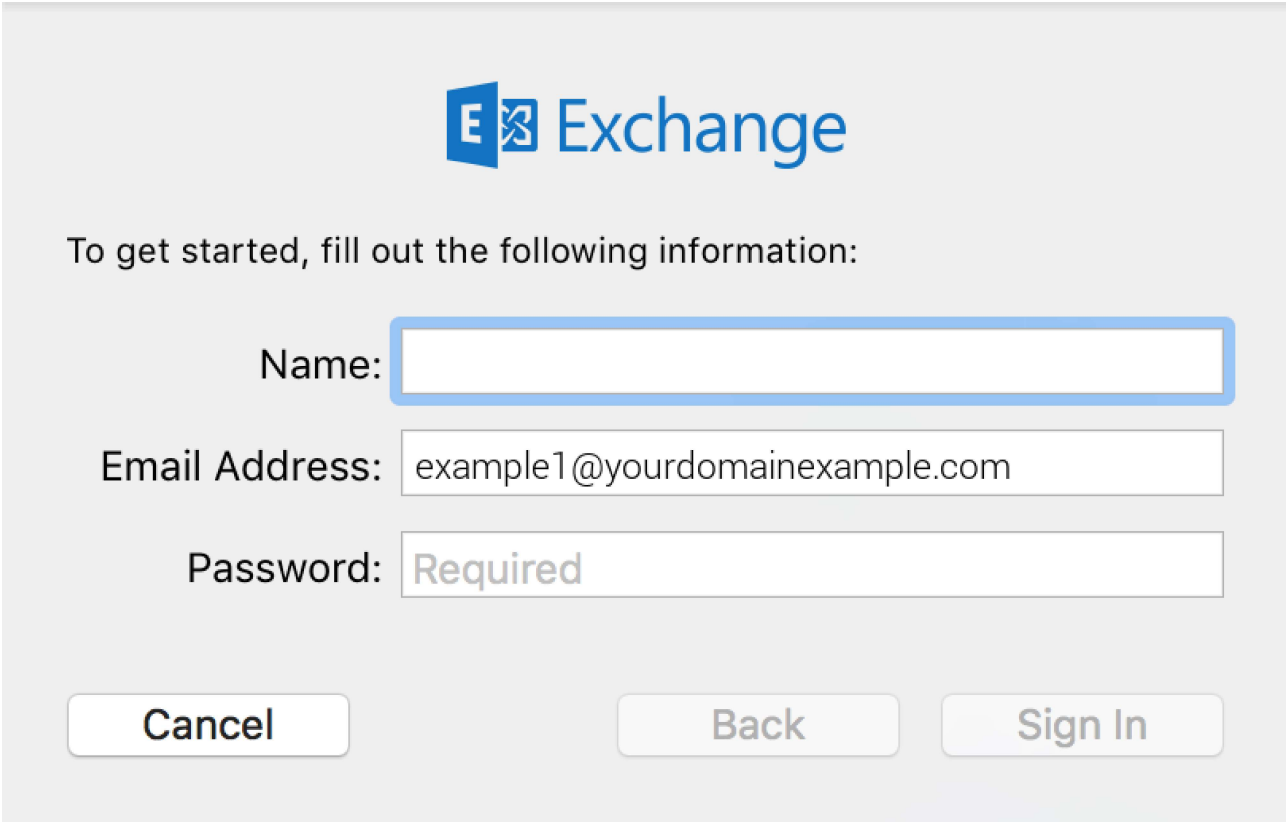


4. The pop up dialog will require the following:

   Name:: Enter your first and last name

   Email Address: example1@yourdomainexample.com

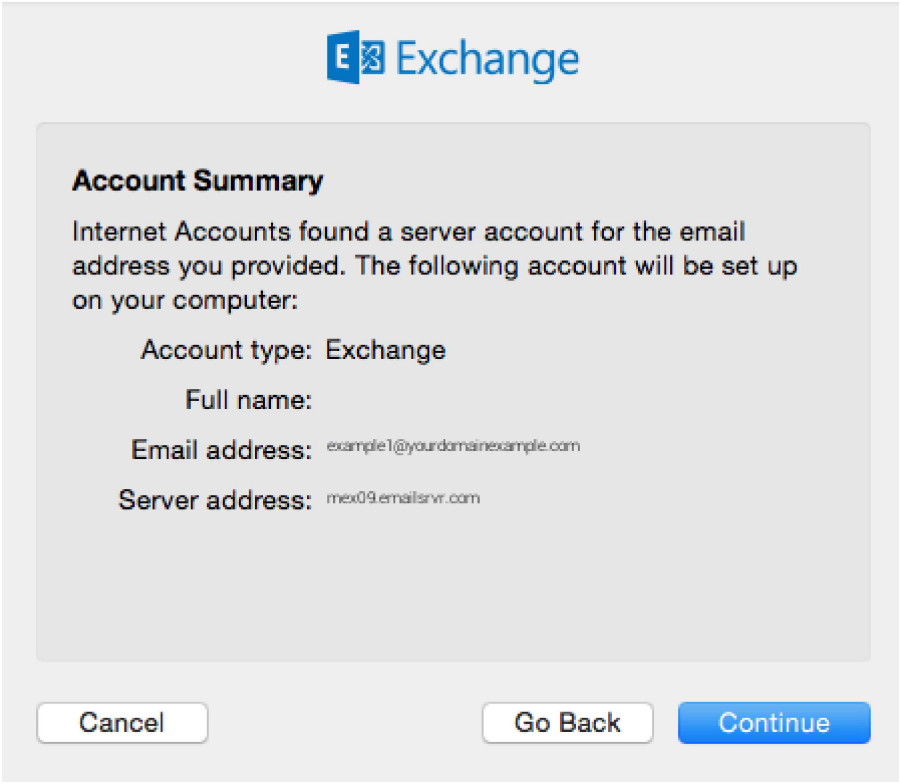
   Password:: Enter your mailbox password



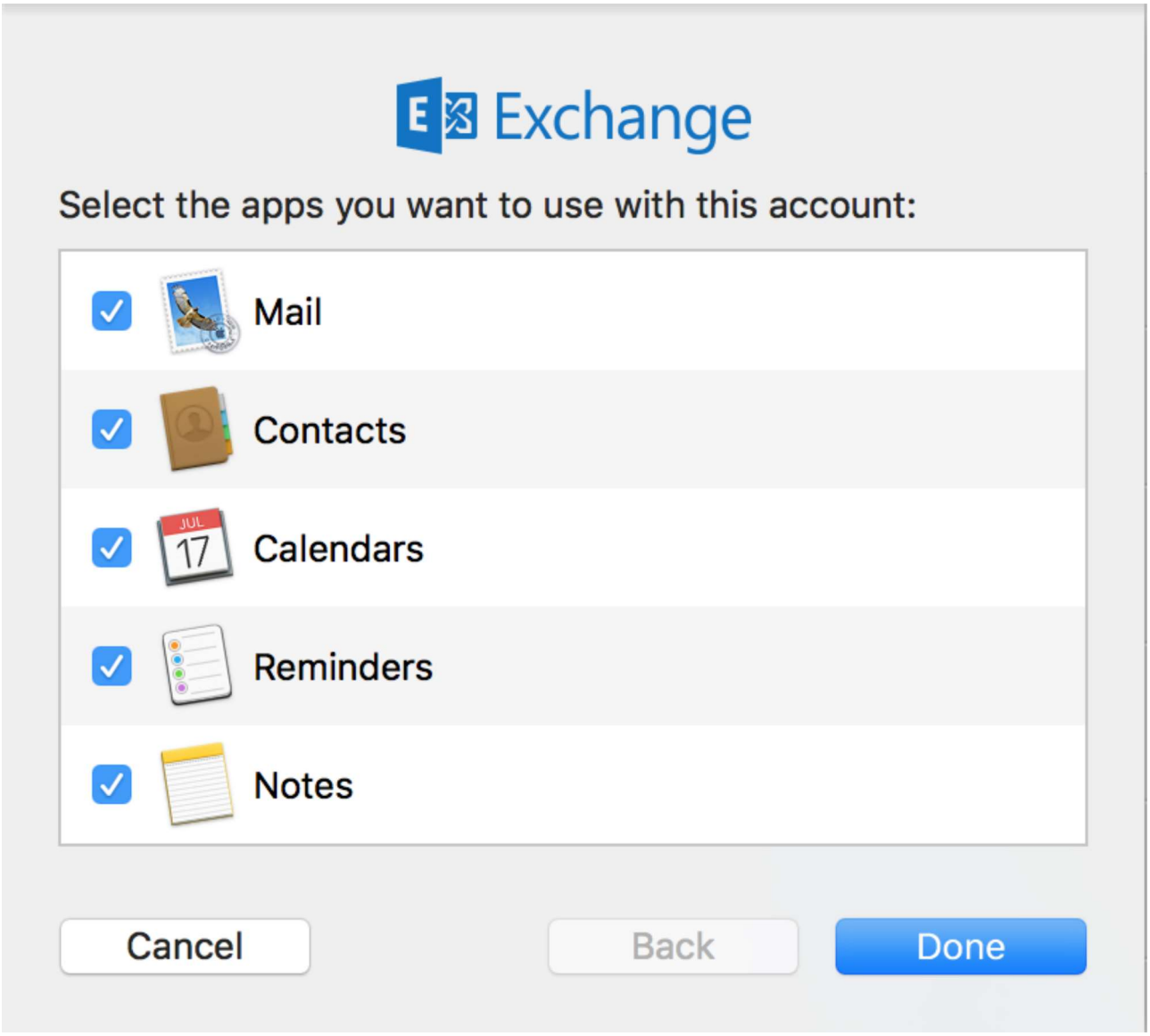
5. Select **Continue**

6. If *Internal URL* and *External URL* appears, enter **https://mex09.emailsrvr.com/EWS/Exchange.asmx** in both Internal URL and External URL. Then click **Continue.**

   Otherwise, continue to the next step.



7. Select the apps you would like to sync with Exchange.



8. Select **Done**

9. Finally, launch Mail. Your email should begin downloading shortly. Please wait 15 minutes for mail to download before troubleshooting any issues.