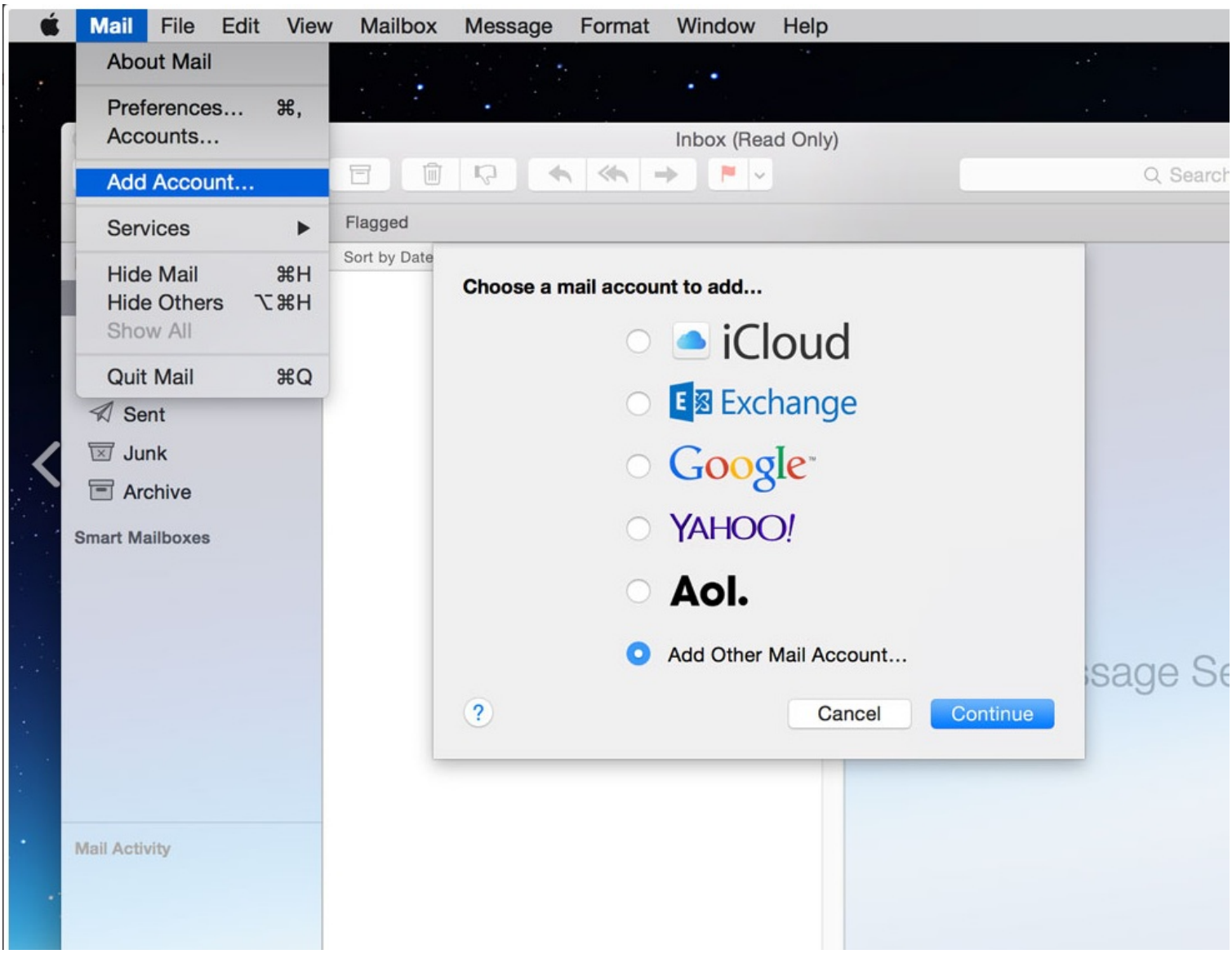
Mac mail exchange setup

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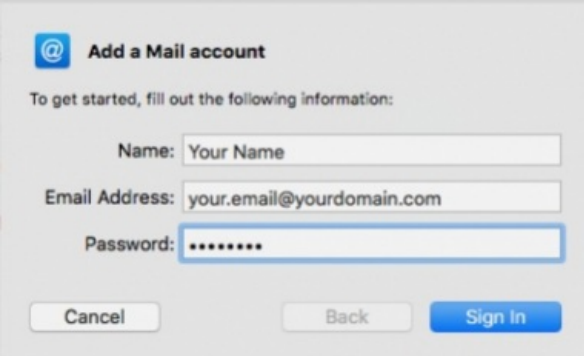
In order to setup Mac mail for exchange, first open Mac mail

You will then need to go to add account



Select Exchange, and continue

Fill in your name, your email address and the password for your account



Once you sign in, this should add your account.

You will then need to make new folders in the new account you will have. You can do this by right clicking the new account made and create new folder,

Once you're happy with the folders, you need to drag and drop the email from the old accounts folders to the new folders you have created.

After a couple of days we suggest removing the old account by doing into mail > accounts as per the first step.

Posted by: Keira Tait - Tue, Feb 20, 2018 at 12:44 PM. This article has been viewed 4728 times.

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