

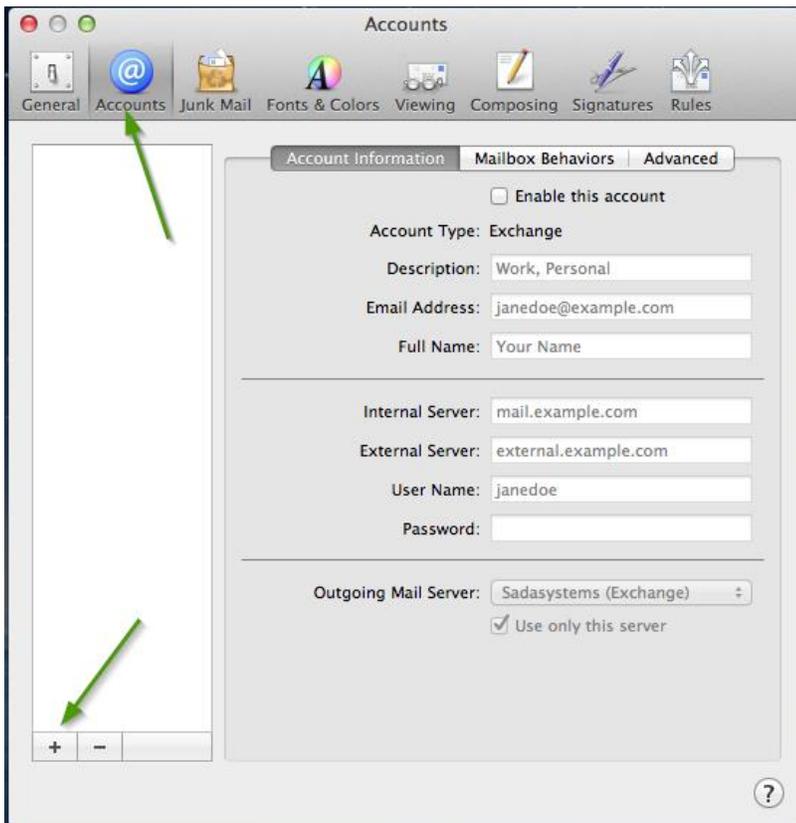
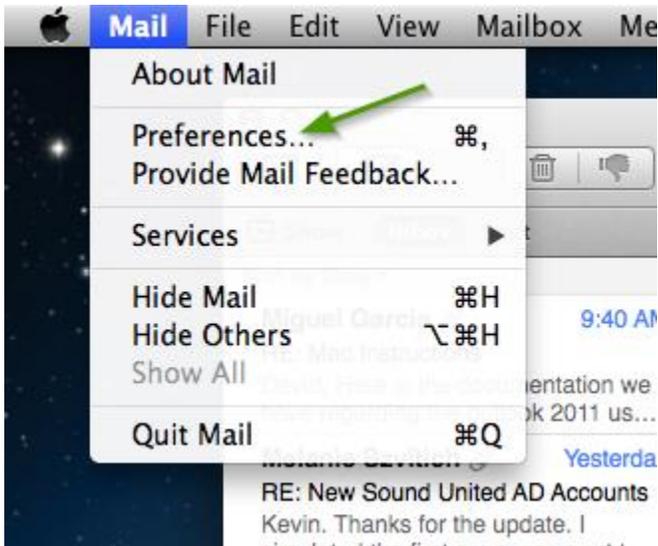


How to access your Office 365 mailbox using Mac Mail

Objective

This document provide instructions on how to access your Office 365 mailbox using Mac Mail.

1. Open Mac Mail.
2. From the **Mail** menu, choose **Preferences**, then click **Accounts**. At the bottom of the account list, click the plus sign (+) to create a new account.



3. In the **Add Account** dialog box, enter your name as you want it to appear, your full LAUSD email address, password. Click Continue.



Note: Please contact the LAUSD IT Helpdesk on (213) 241-5200 or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance if you are unsure what your LAUSD user email address or password is.

4. Mac Mail will then proceed to find your Office 365 server settings online and set up your mailbox.

