

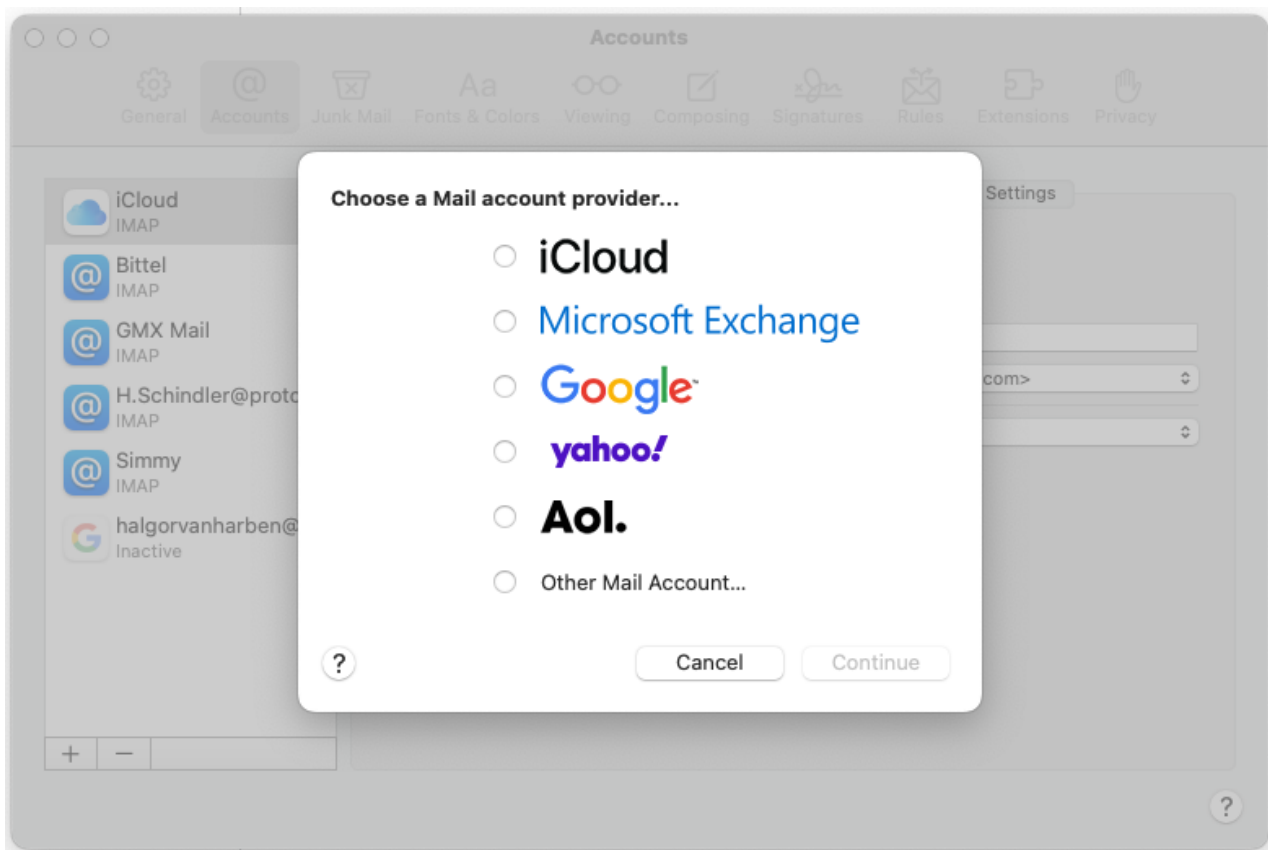
# Add M365 account to Apple Mail

## Introduction

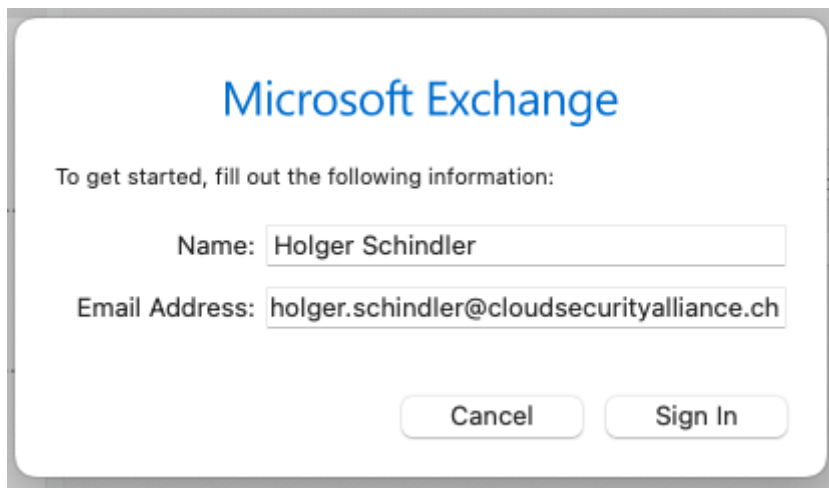
Microsoft 365, Azure or Exchange Server uses a proprietary protocol for E-Mail, Calendar and Contacts/Address Book. It is possible to add and use E-Mail functionality from Microsoft by adding it to Apple Mail.

## Configuration

Open Menu "Mail" --> Settings --> Accounts --> "+"



Select "Micosorft Exchange" --> "Continue"



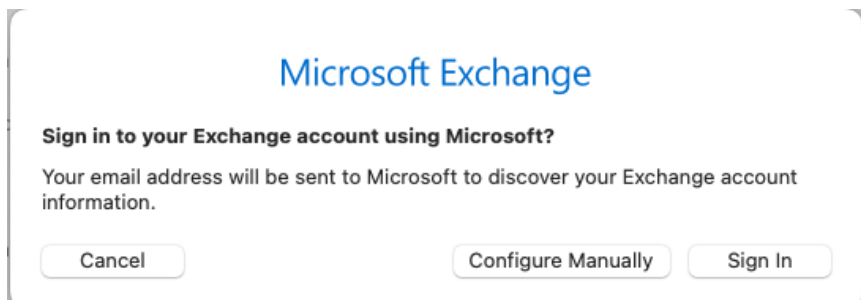
Microsoft Exchange

To get started, fill out the following information:

Name:

Email Address:

Enter your E-Mail address. Click on "Sign in".



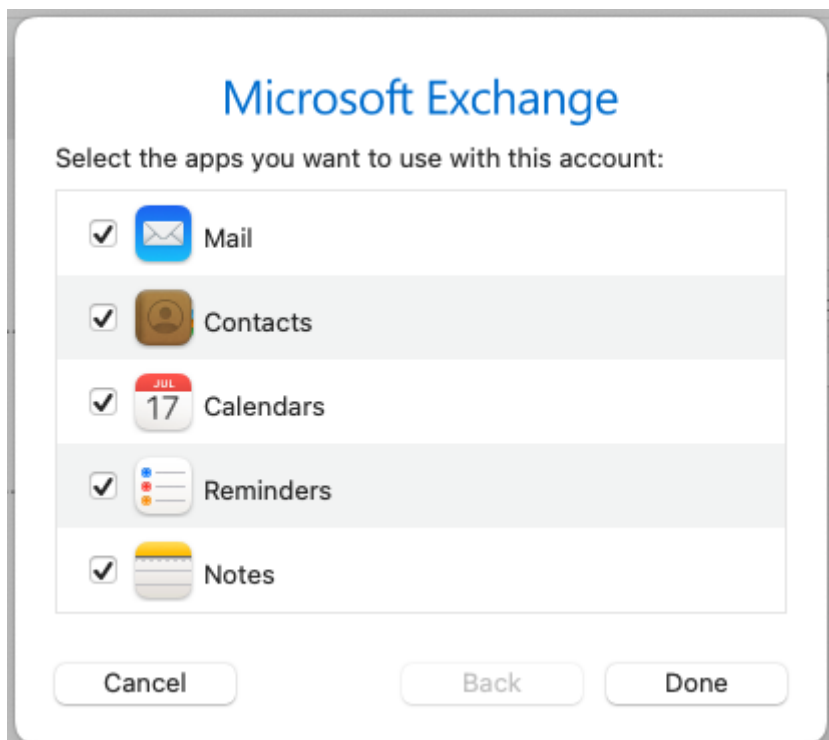
Microsoft Exchange

**Sign in to your Exchange account using Microsoft?**

Your email address will be sent to Microsoft to discover your Exchange account information.






Click "Sign in".

Follow the instruction on the screen to log in. And finally "Accept" the permissions, that Microsoft requests on your Mac Computer.



Microsoft Exchange

Select the apps you want to use with this account:

- ☒  Mail
- ☒  Contacts
- ☒  Calendars
- ☒  Reminders
- ☒  Notes

Click "Done".

# Functionality

All functions provided by M365 are supported:

- send E-Mail
- receive E-Mail
- calendar (Appointments)
- address book

## Calendar

To use the Exchange calendar, you have to utilize "Calendar" on MacOS.

The functionality is limited. It will show all the appointments you have. However, it will not show free or reserved time of other people, hence "Calendar" does not access the address book of the M365 Exchange server. If you create a new appointment, you are also not able to invite other people from the M365 tenant. You have to copy the E-Mail addresses from "Apple Mail" to the invitation.

## Address book

To use the address book, you have to utilize "Contacts" on MacOS. Select the correct address book (from the Exchange server). In my case it was: Directories --> Exchange Global Address List.

You can search the address book in the name field by writing three characters of the name of the person you are looking for.

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