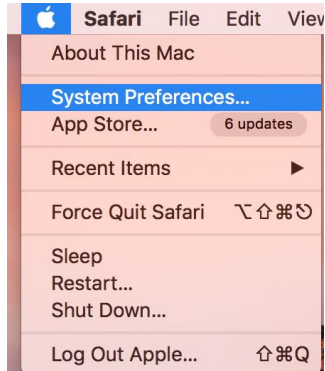


How to setup Office 365 on MacBook

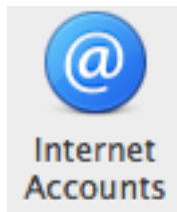
Document by Dylan

Date: 8/2/2018

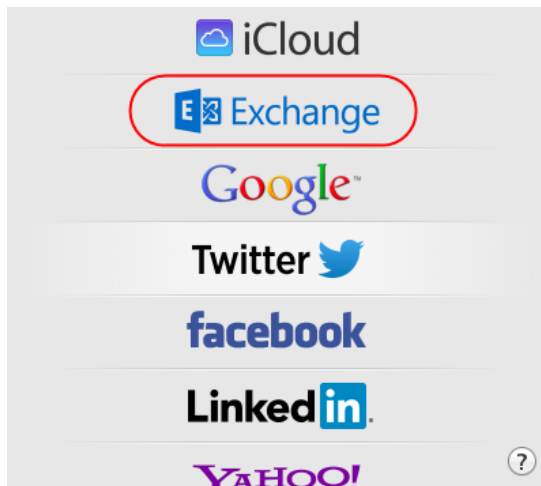
1. Open System Preferences



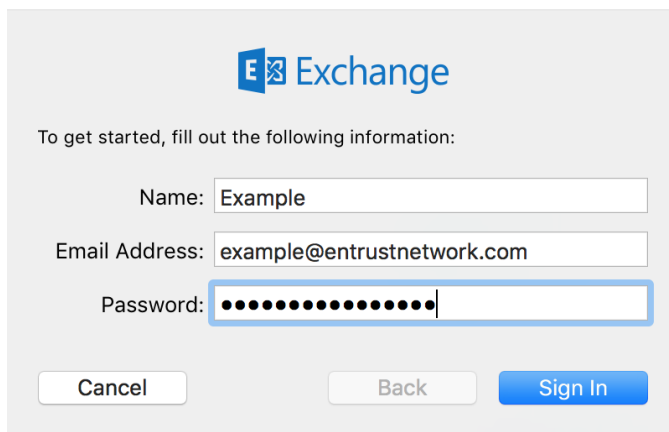
2. Click the Internet Accounts



3. On the account type page, select Exchange type.



4. Enter your account credentials



The image shows the Exchange account setup screen. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the value "Example", "Email Address:" with the value "example@entrustnetwork.com", and "Password:" with a series of dots. At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

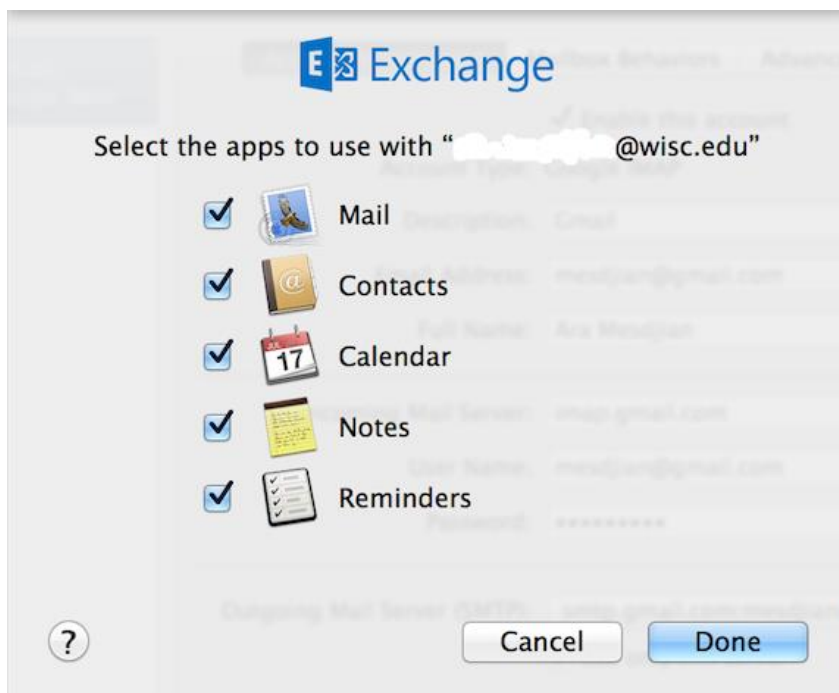
Name: Your name

Email Address: example@entrustnetwork.com (use your own email address)

Password: use your app password

Click sign in

5. Next, you will be presented with the applications to configure



The image shows the Exchange account setup screen for selecting applications. The title is "Select the apps to use with 'example@wisc.edu'". There are five checkboxes, each with a corresponding app icon: "Mail" (checked), "Contacts" (checked), "Calendar" (checked), "Notes" (checked), and "Reminders" (checked). At the bottom, there are three buttons: a help icon (question mark in a circle), "Cancel", and "Done".

Click Done to finalize creating the account.