

Add your Hosted Exchange Email Account to Apple Mail

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If you use Mac OSX, you will have access to the Apple Mail program as part of your Mac. Apple Mail supports adding Exchange account to it.

Apple Mail is not an application directly supported by Microsoft. Some features will not be available when using Apple Mail. We recommend using Outlook for Mac if you have this available to you.

You will need to have the password for your account ready when setting up in Apple Mail.

Add your Account to Apple Mail

If you have not set up an account in Apple Mail, you will be prompted automatically to add an account. Otherwise, you can add the account alongside any existing accounts in Apple Mail.

1. Open the **Mail** application
2. From the toolbar, go to **Mail > Accounts'**

the Apple Mail application. If you have select to sync

3. Select the '+' icon in the lower left
4. Select **Exchange**

items in the Calendar application etc.

5. Enter your account information
6. Press **Sign In**
7. If prompted for a manual setup, use:

- Internal URL:
<https://outlook.hs20.net/EWS/Exchange.asmx>

Your account will be added into

items other than mail, these items will show in their respective applications, e.g. Contacts in the Contacts application, Calendar

- External URL:
<https://outlook.hs20.net/EWS/Exchange.asmx>
- Username: Your email address

8. Select the items to sync from the Exchange server to Apple Mail
9. Press **Done**