

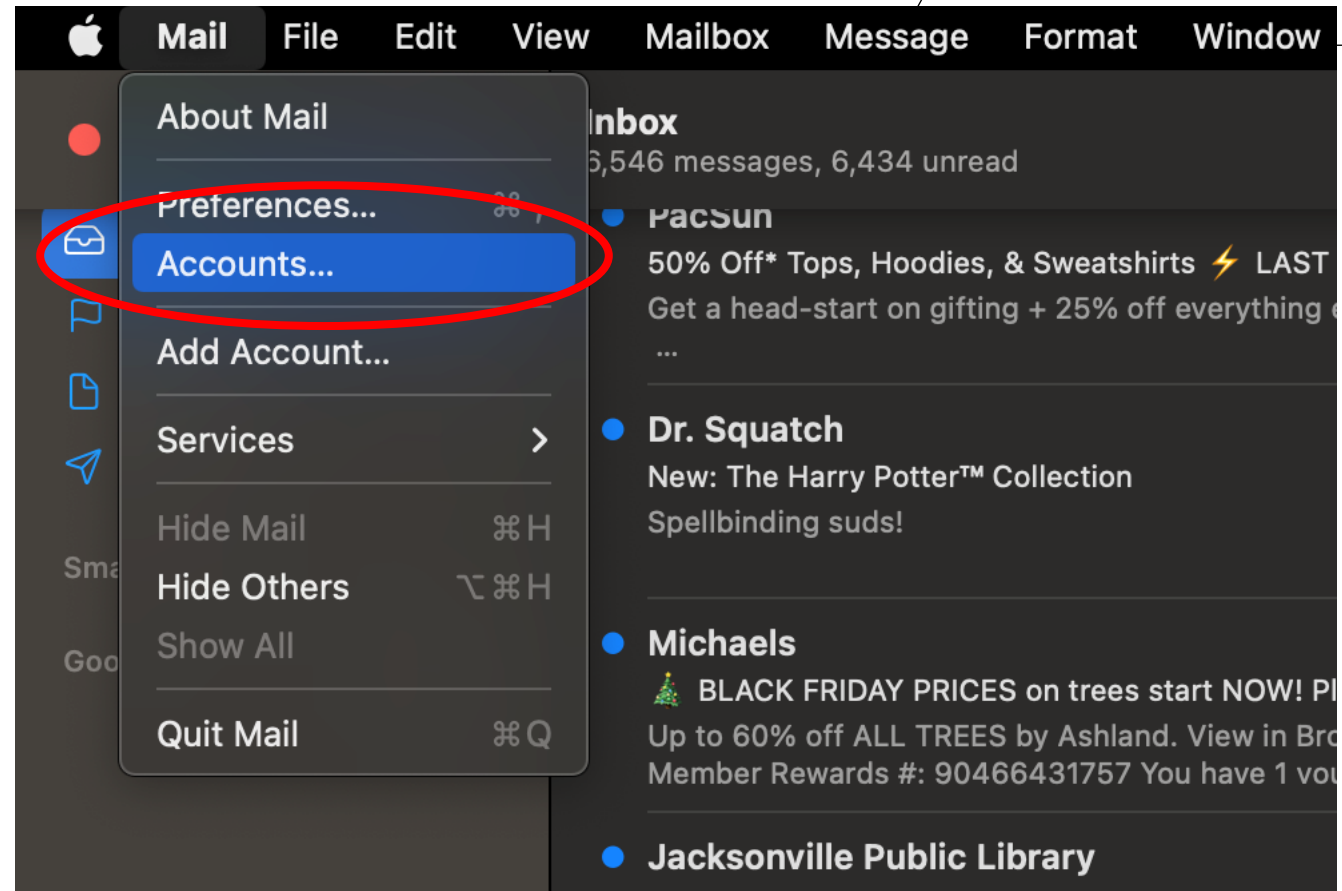
HOW TO:

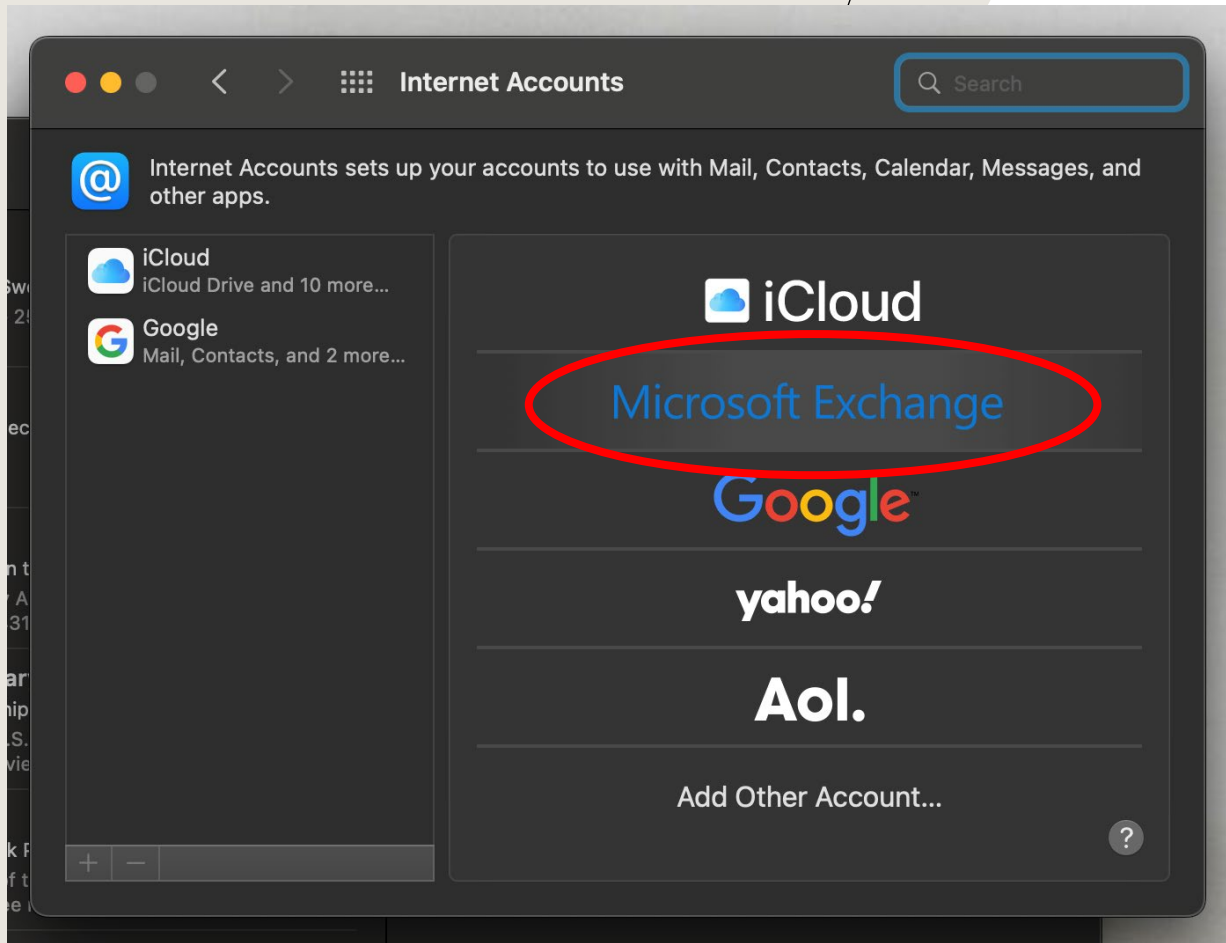
**CONFIGURE APPLE MAIL ON MAC FOR JU
ACCOUNT**

Open up the Apple Mail application.

This can be found usually in your bottom dock or by using the magnifying glass in the top right to search for it.

Once open, go to “Mail” in the top left, and select “Accounts”

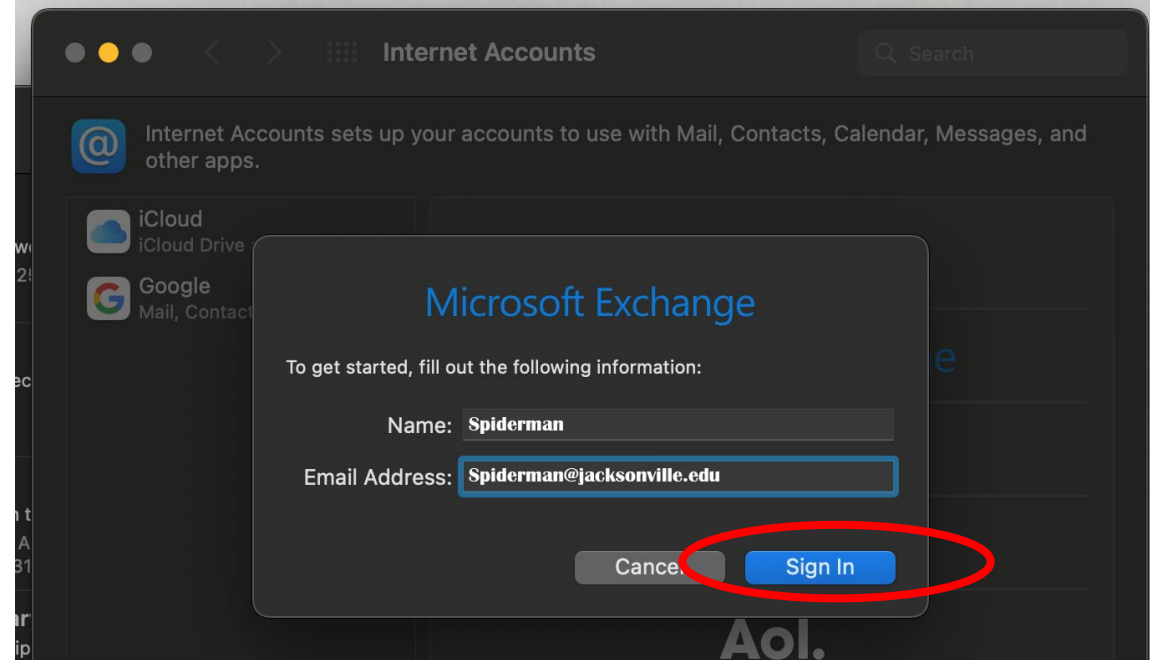




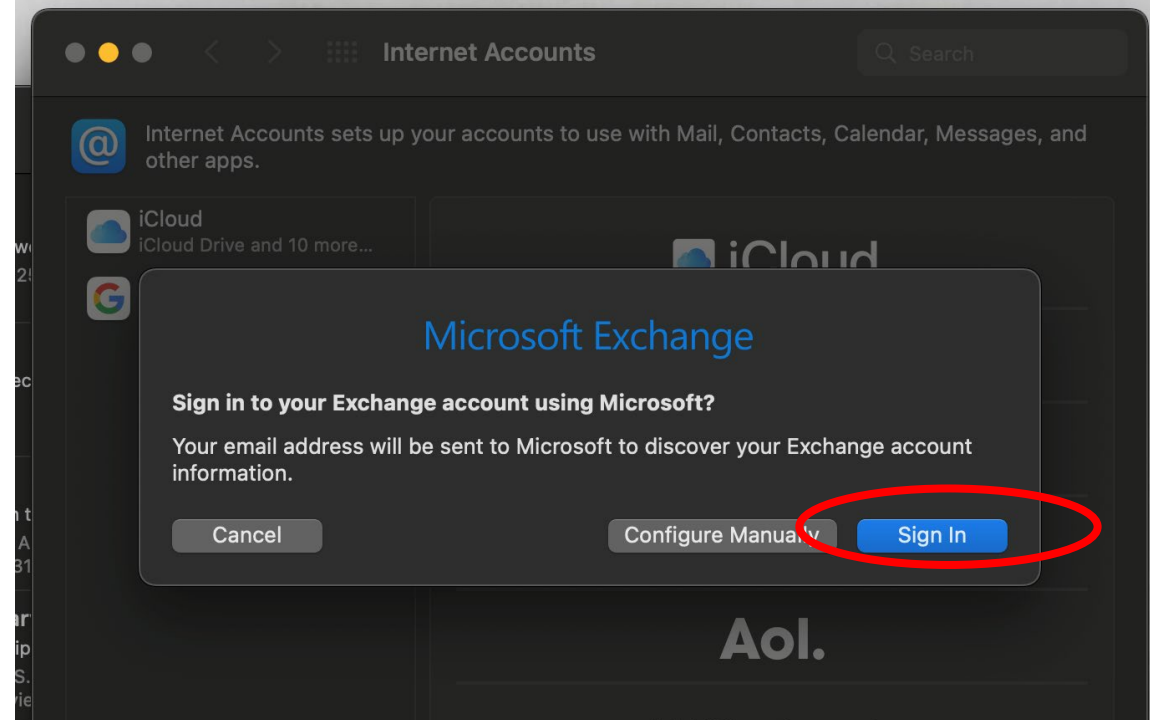
After selecting “accounts”, this screen will prompt. Select “Microsoft Exchange”

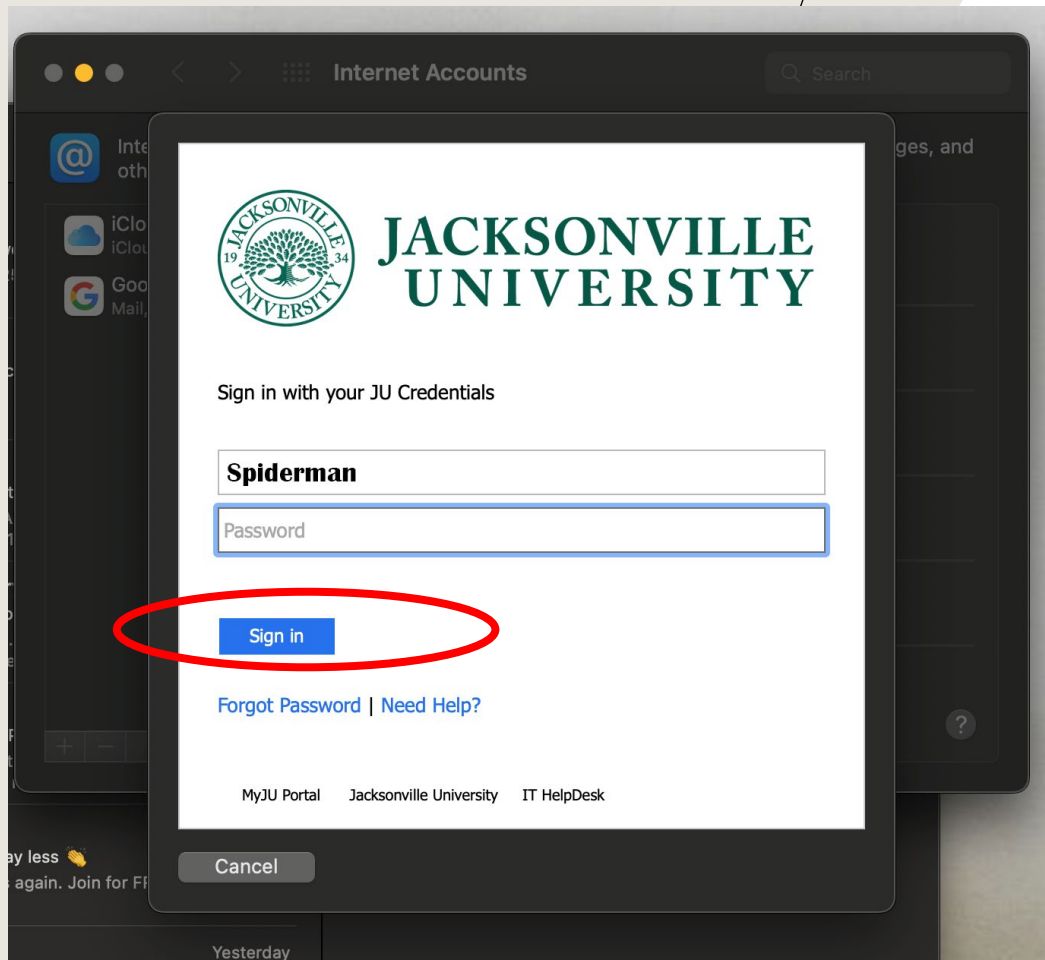
Proceeding will be this screen where it will ask you to input your name and the email you will be connecting to the mail app.

Once filled out, press “sign in”



After signing in, it will then prompt for two options, select “sign in”





It will then prompt you to the JU portal where you will sign in as you normally would using your JU credentials, your username and password (not the full email address).

Press “sing in” once you will out the information.

After signing in to the portal, you will be shown this screen. Press “done” and your JU outlook will now be successfully added to your Mac Mail app.

