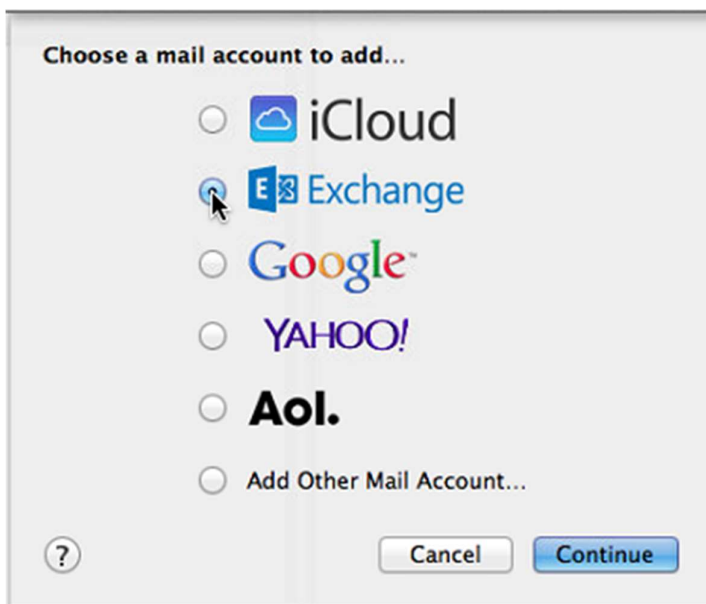


[Exchange 2019] Guide to Add Email Account on Apple Mail

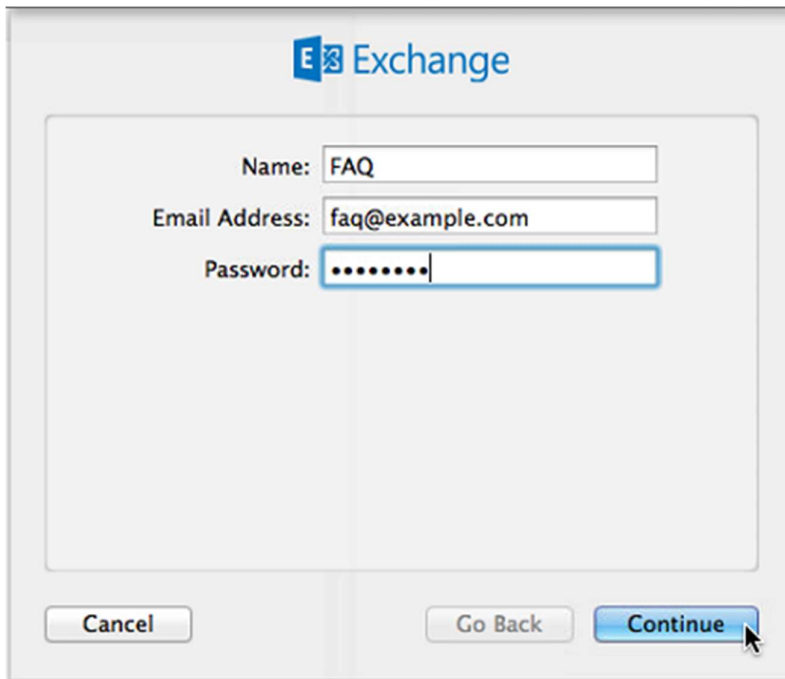
1. Open the Apple Mail app from the Dock.



2. Select Exchange in the list and click **Continue**.

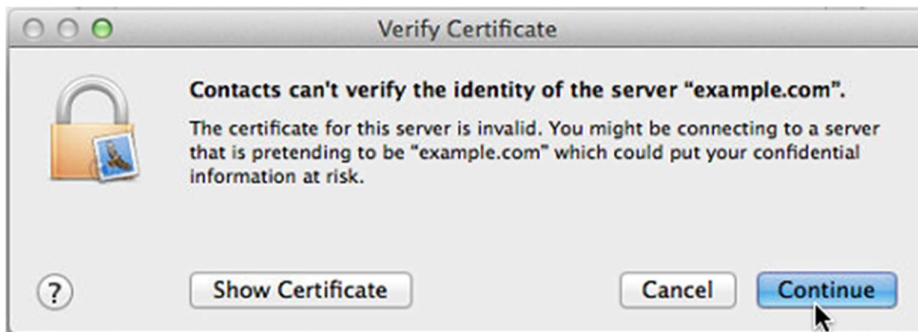


3. Enter your full **Name**, **Email Address** and **Password**. Click on **Continue**.



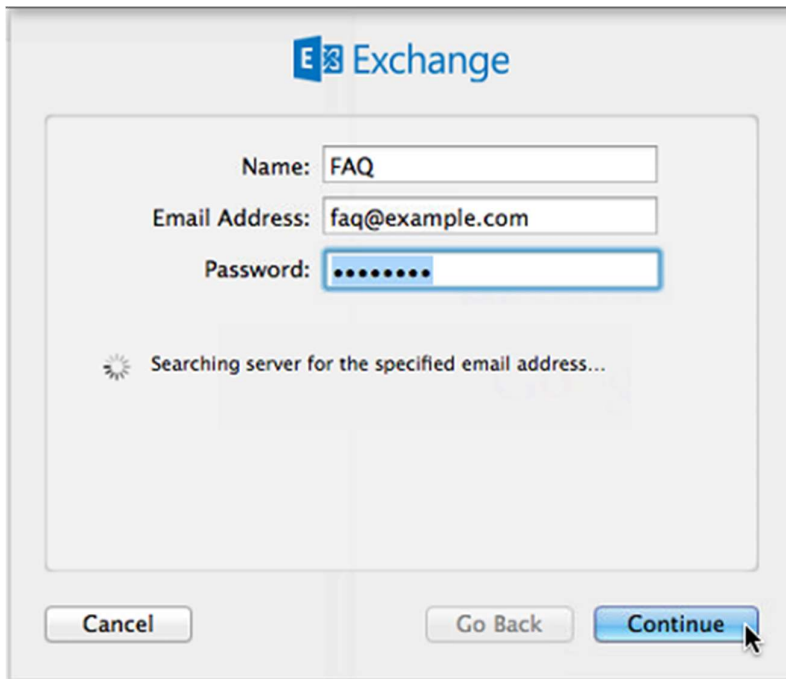
The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo at the top. It contains three input fields: "Name" with the text "FAQ", "Email Address" with "faq@example.com", and "Password" with seven dots. At the bottom, there are three buttons: "Cancel", "Go Back", and "Continue". A mouse cursor is pointing at the "Continue" button.

4. A **Verify Certificate** popup message might be displayed. If yes, click on **Continue**.



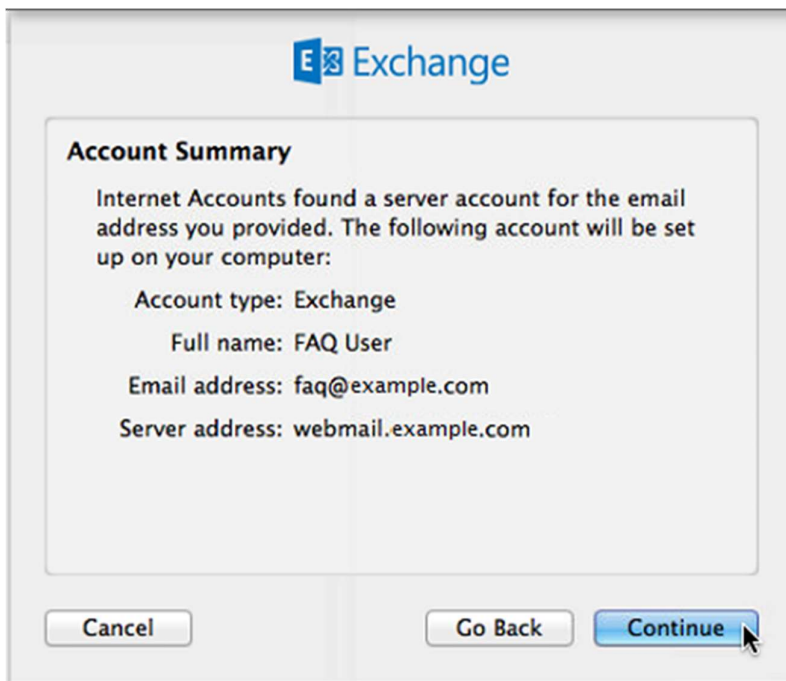
The image shows a "Verify Certificate" dialog box. It features a padlock icon on the left. The text reads: "Contacts can't verify the identity of the server 'example.com'." followed by "The certificate for this server is invalid. You might be connecting to a server that is pretending to be 'example.com' which could put your confidential information at risk." At the bottom, there are four buttons: a question mark icon, "Show Certificate", "Cancel", and "Continue". A mouse cursor is pointing at the "Continue" button.

5. Wait until the app establishes the connection to the mailbox.



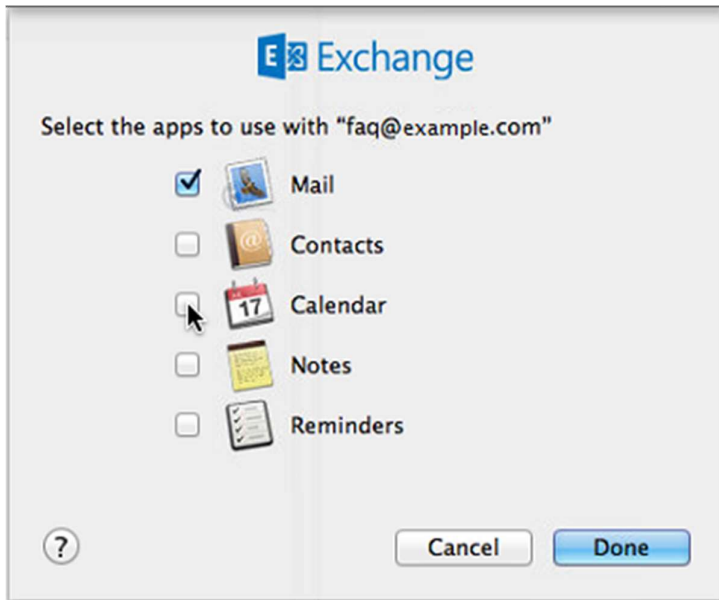
The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. It contains three input fields: "Name" with the value "FAQ", "Email Address" with the value "faq@example.com", and "Password" with a masked password of seven dots. Below the fields is a status indicator consisting of a small sunburst icon and the text "Searching server for the specified email address...". At the bottom of the dialog are three buttons: "Cancel", "Go Back", and "Continue". A mouse cursor is pointing at the "Continue" button.

6. On the **Account Summary** step, click on **Continue**.



The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. The main content area is titled "Account Summary" and contains the following text: "Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:" followed by a list of details: "Account type: Exchange", "Full name: FAQ User", "Email address: faq@example.com", and "Server address: webmail.example.com". At the bottom of the dialog are three buttons: "Cancel", "Go Back", and "Continue". A mouse cursor is pointing at the "Continue" button.

7. Select the other apps to use with your Exchange account. Click on **Done**.



8. Your Exchange mailbox is set. All emails and Exchange items associated to the selected apps are downloaded (the download time may vary according to the mailbox size) .

