Configuring Apple Mail for your WCC email

You can configure the Apple Mail app to connect to your WCC email using a **WCC issued Mac** or **your own personal Mac.** (*please review important note for non-WCC issued Macs*). In addition, using Apple Mail to access your WCC email also gives you the option to set up your calendars, contacts, notes and reminders.

Important Note: When configuring Apple Mail on a **personal Mac** (*non-WCC issued*) you will be prompted to enter **server information**. Please review step 6 to configure server address information.

To configure Apple Mail:

1. Open the **Mail** app (located in the Applications folder) 2. Choose "Exchange". Choose a mail account to add.... iCloud • E B Exchange Note: The subsequent screen shots may look different in other versions Google of Mac OSX. O YAHOO! O Aol. Add Other Mail A Cance 3. Enter the following information and then click continue. a. Name: your name you want displayed on your mail. E Exchange b. Email Address: netID@wccnet.edu | ex: jjohnson@wccnet.edu c. Password: your netID password ard: d. Click Continue Note: If correct credentials are entered, Click continue to select desired Apple Mail applications 4. Select the apps you want to use with Apple Mail and click done. E B Exchange You're all set! Select the apps to use with "NetID@wccnet.edu 🖸 🕵 Mail 🖸 🚺 Contacts 🖾 📆 Calendar If you click continue and don't see the "apps options", listed. Please see 🖸 🚺 Notes step 5 to configure server information. Reminder Cancel D 5. If you get the following error, and your NetID 6. Server Address: outlook.office365.com and Password *is correct*, click continue and 7. Click Continue and follow step 4 to select apps. follow next step to enter Server Address E B Exchange information. Account Settings E B Exchange Account type: Exchange Description: WCC Email Name: Your Name ail Address: NetID@wccnet.edu User Name: NetID Password: outlook.office365.com Cancel Go Back Cancel