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.
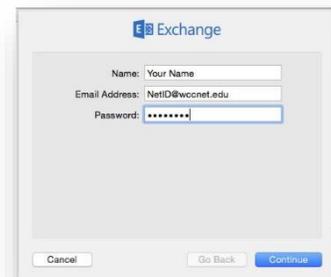
To configure Apple Mail:

1. **Open** the **Mail** app *(located in the Applications folder)*
2. Choose **"Exchange".**

   Note: The subsequent screen shots may look different in other versions of Mac OSX.

3. Enter the following information and then click continue.
   a. **Name:** your name you want displayed on your mail.
   b. **Email Address:** netID@wccnet.edu | *ex:* jjohnson@wccnet.edu
   c. **Password:** your netID password
   d. Click Continue

Note: *If correct credentials are entered, **Click continue** to select desired Apple Mail applications*
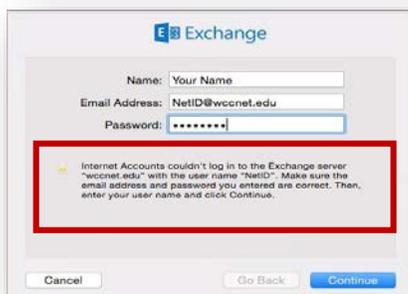
4. Select the apps you want to use with Apple Mail and click done. You're all set!

   If you click continue and don't see the "apps options", listed. Please see step 5 to configure server information.

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5. *If you get the following error, and your NetID and Password **is correct**, click continue and follow next step to enter **Server Address** information.*

6. **Server Address: outlook.office365.com**
7. Click **Continue** and follow step 4 to select apps.