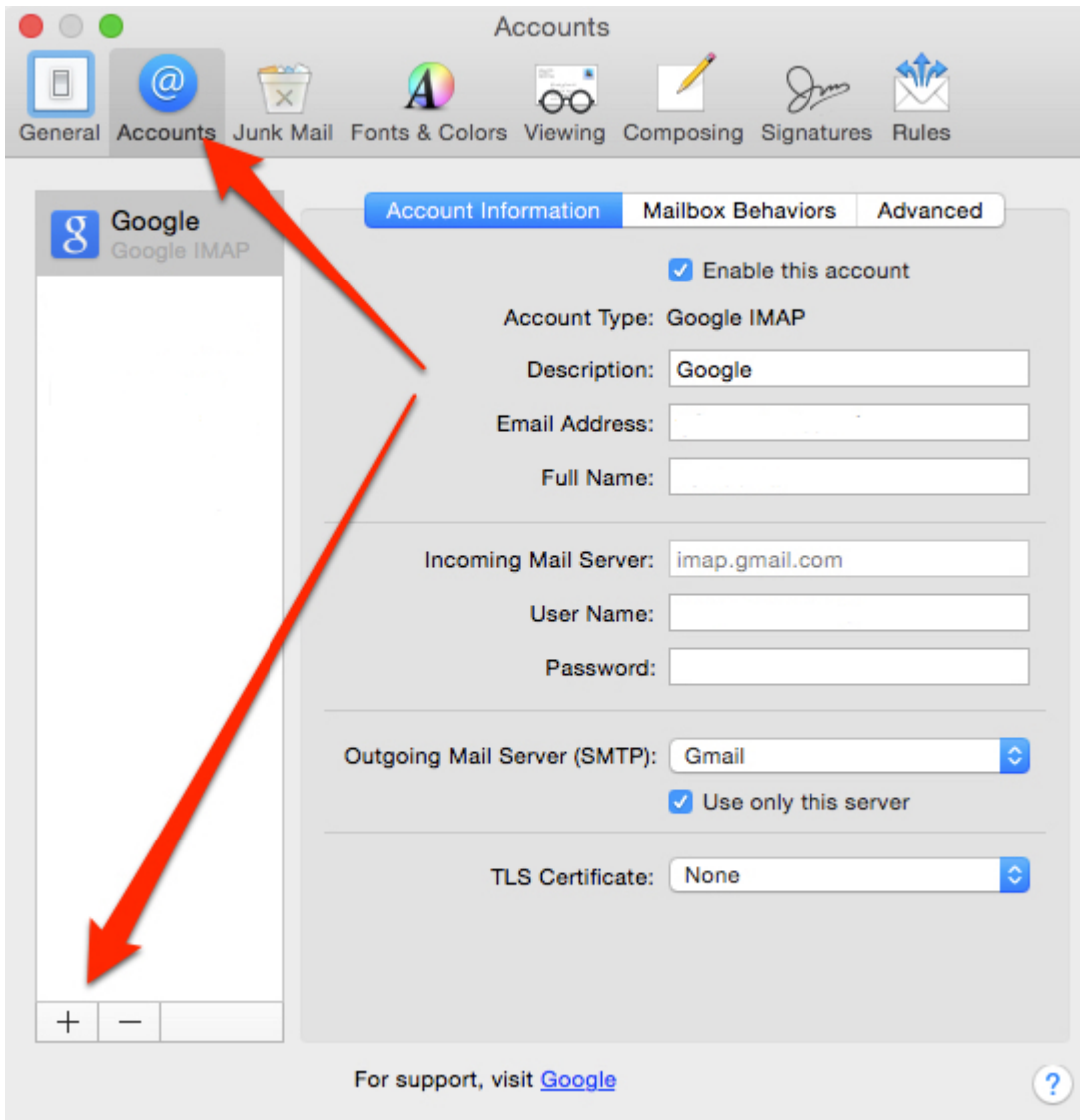


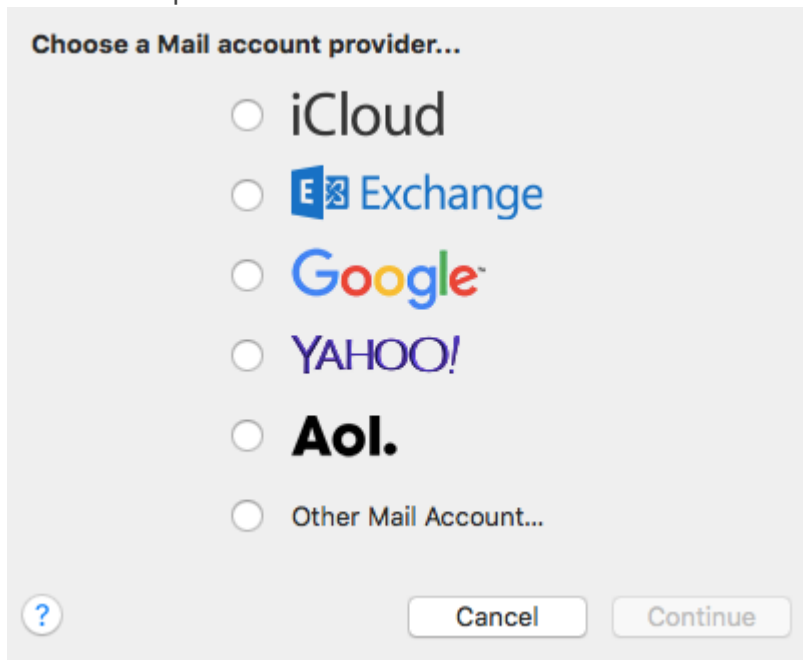
Apple Mail - Mac

1. Open **Mail** from the dock or from the **Applications** folder. If this is the first time opening the Mail application or the first account being added to the system, you may proceed to Step 4.
2. Click **Mail** on the top left and select **Preferences** from the drop down menu.
3. Click the **Accounts** tab at the top of the new window, then click the **+** icon at the bottom left-hand side of the window.




4. On the following screen, choose **Exchange**

as the mail provider and click continue.



Choose a Mail account provider...

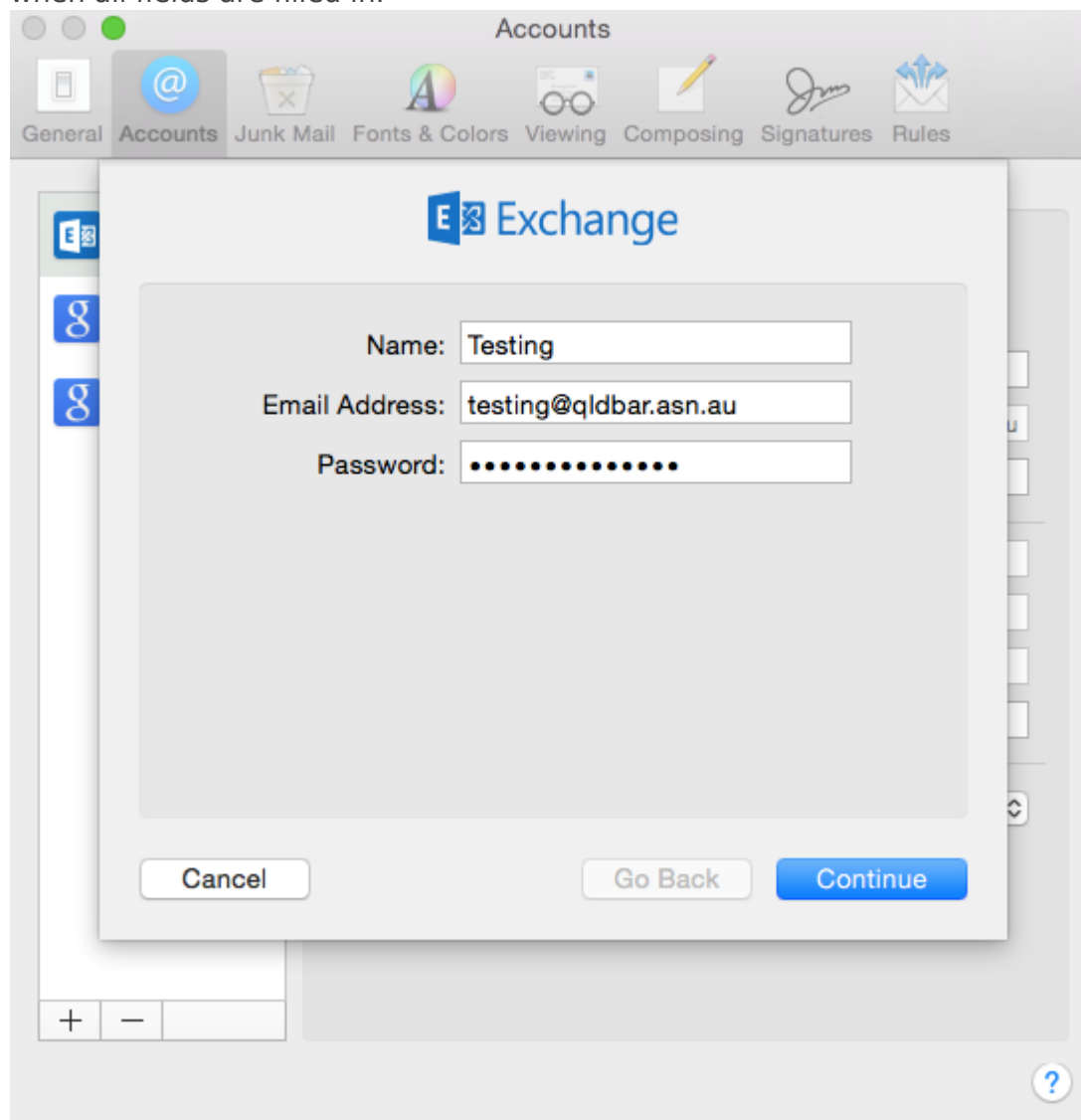
- ☐ iCloud
- ☐ Exchange
- ☐ Google™
- ☐ YAHOO!
- ☐ Aol.
- ☐ Other Mail Account...

 Cancel Continue

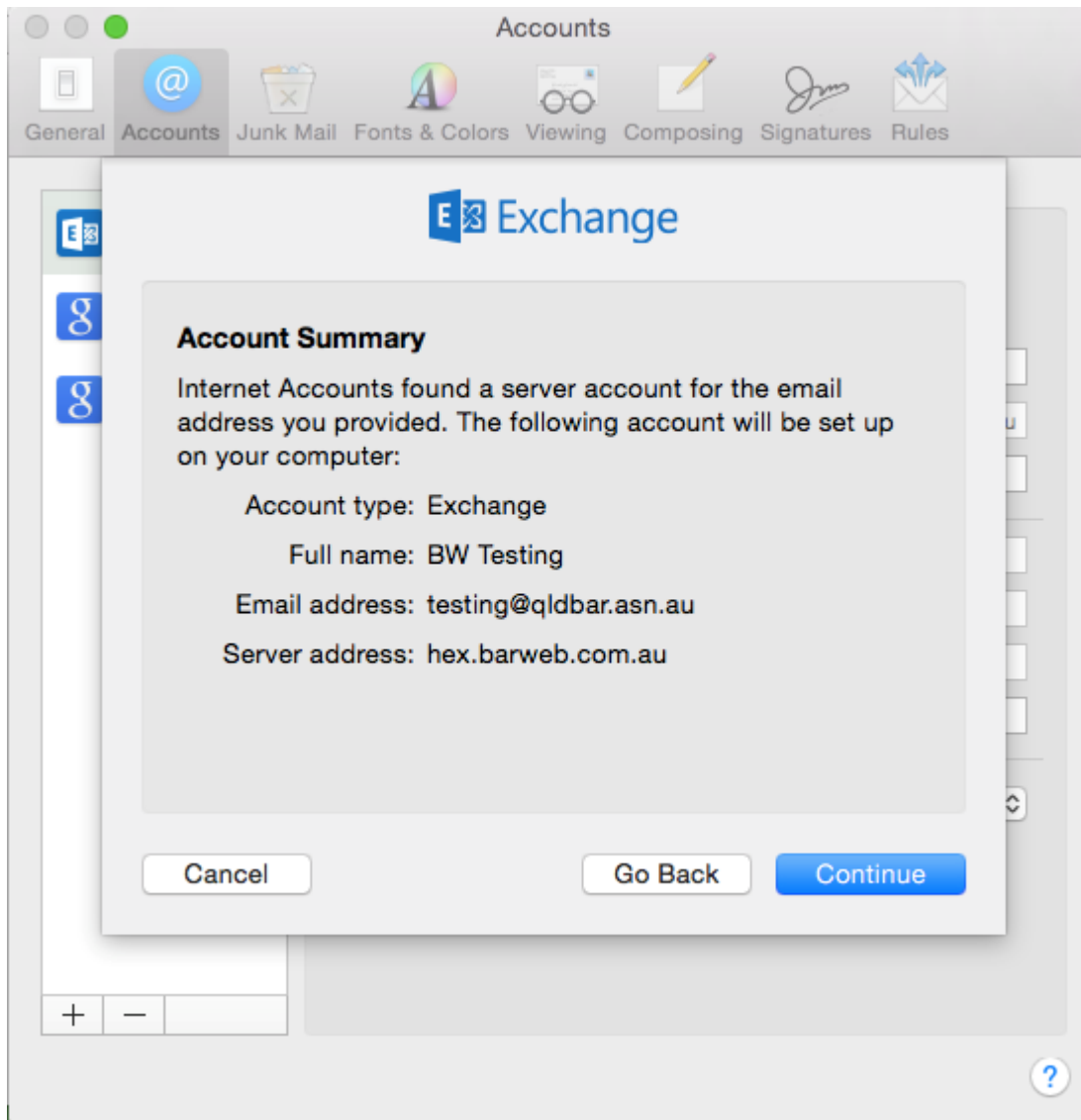
5. On the next screen, enter the following details:

- Full name
- Full QLD Bar email address
- Password for the account
- Click **Continue**

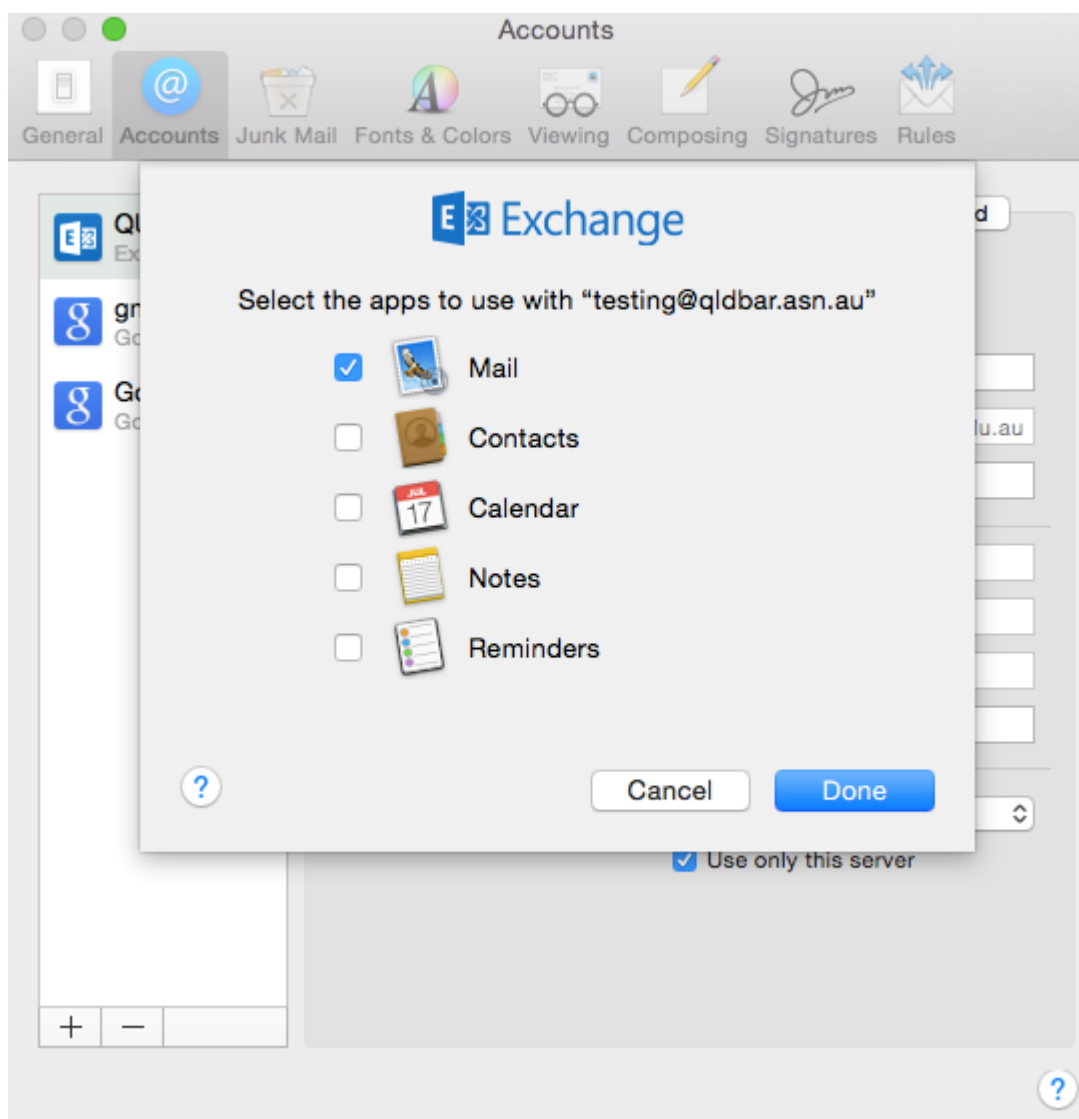
when all fields are filled in.



6. A summary of your account settings will follow as below. Click **Continue**



7. Tick the boxes next to the items you would like synced (ensure **Mail** is selected). Click **Done** to connect to the mail server and to finalise the account details.



Revision #3

Created Tue, Aug 20, 2019 3:51 AM by [Zachary Cash](#)

Updated Fri, Mar 6, 2020 12:23 PM by [Luke Du](#)