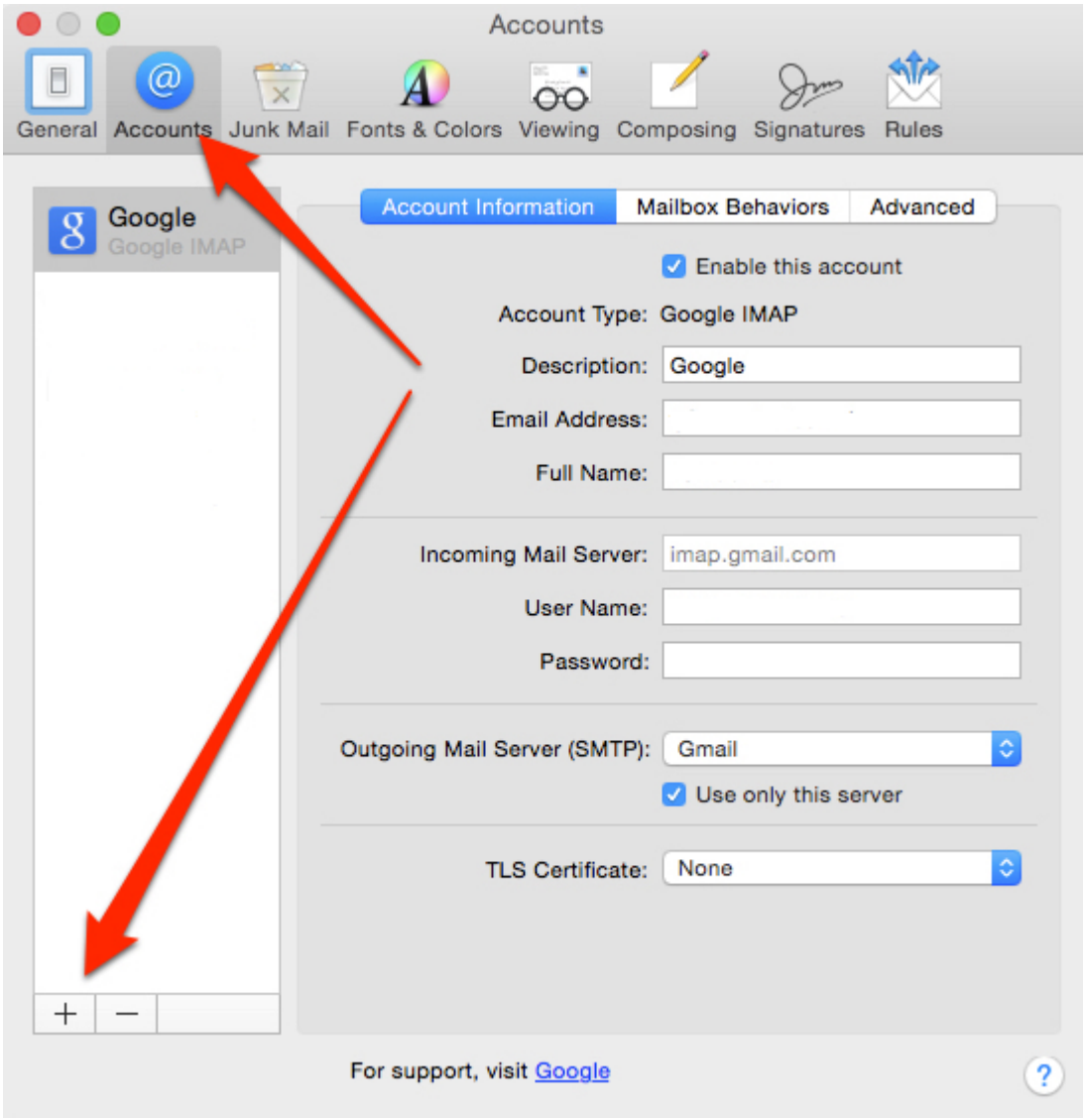
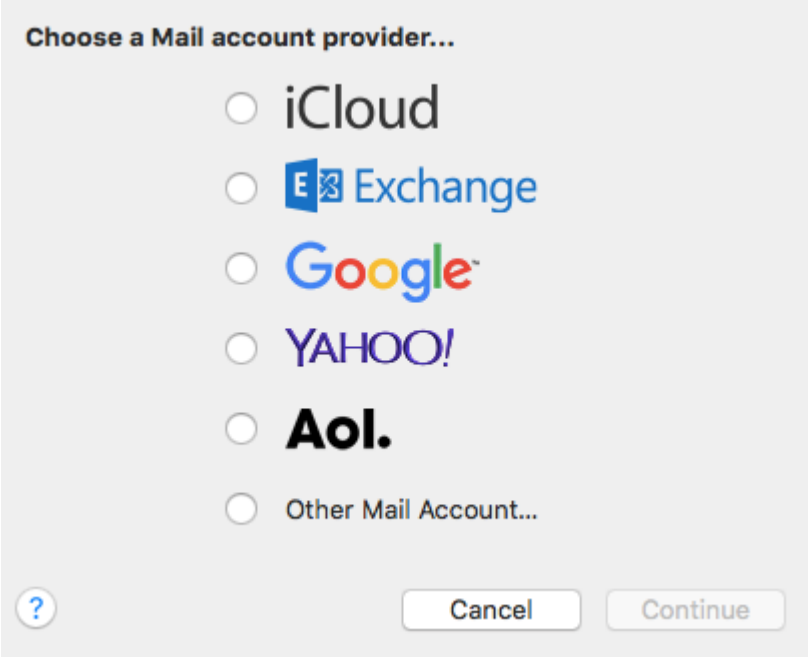
Apple Mail - Mac

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.



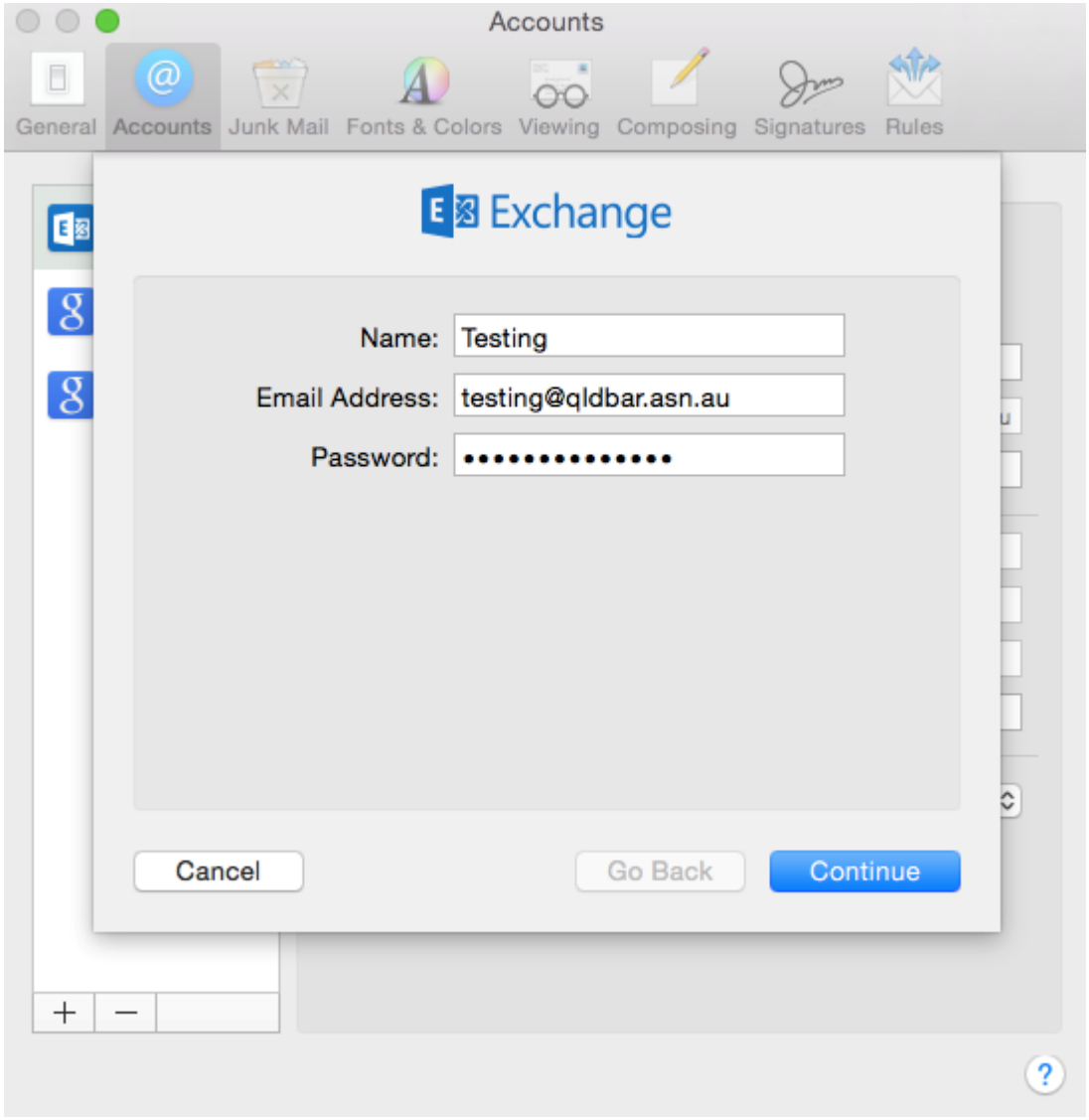
4. On the following screen, choose **Exchange**

as the mail provider and click continue.



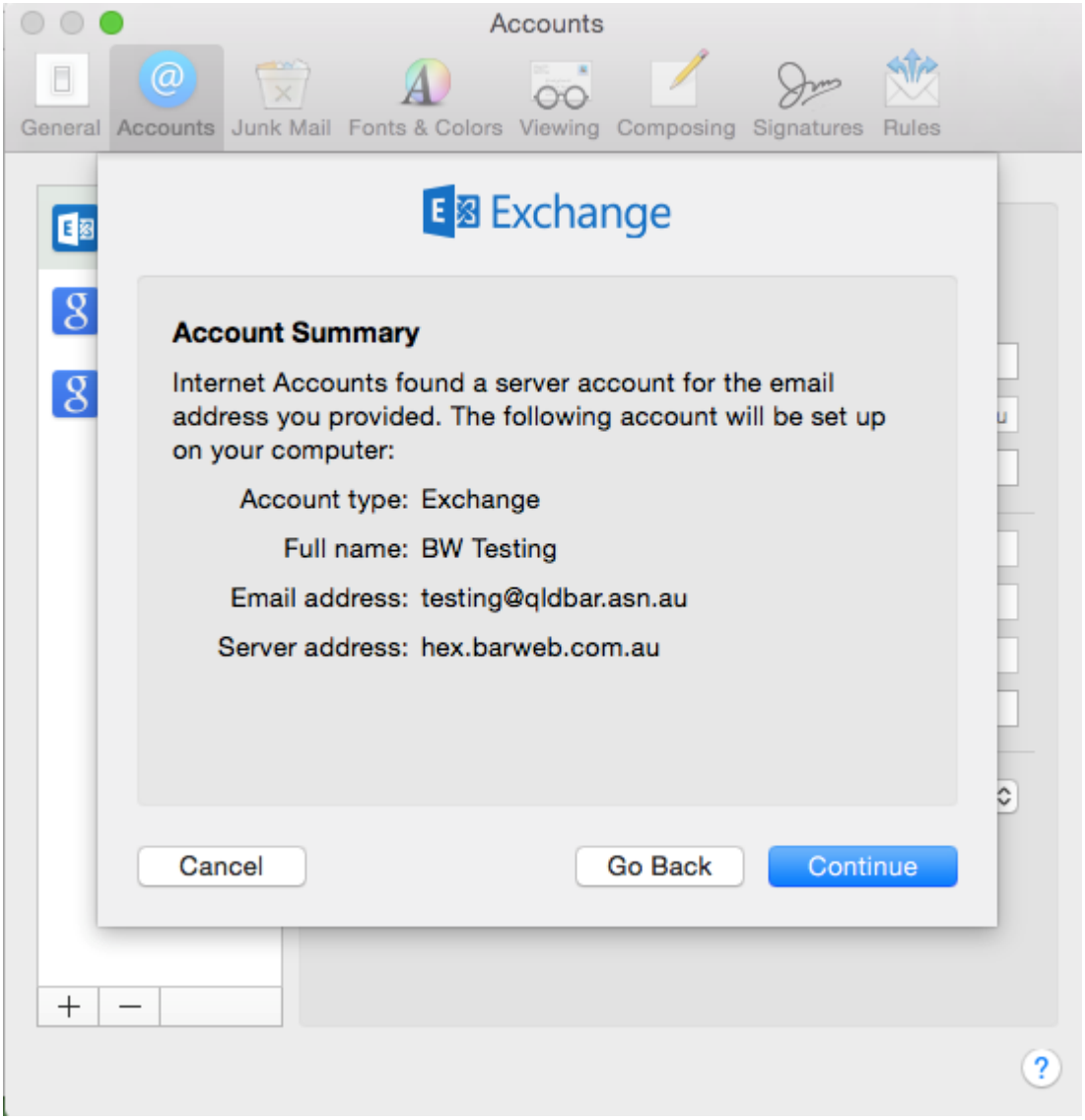
5. On the next screen, enter the following details:
   - Full name
   - Full QLD Bar email address
   - Password for the account
   - Click **Continue**

when all fields are filled in.

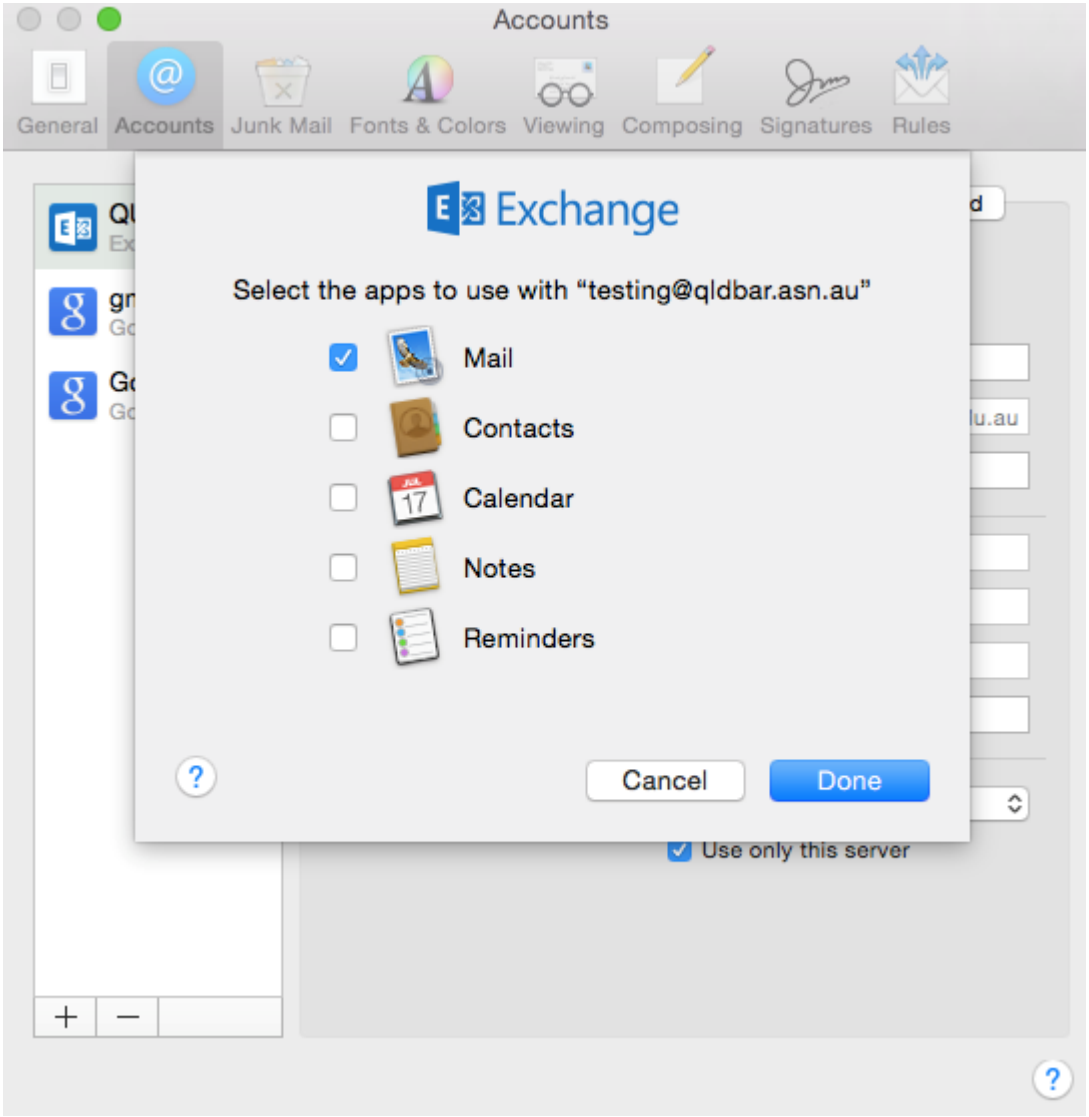


6. A summary of your account settings will follow as below. Click **Continue**

.



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.



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