Re-adding Microsoft 365 Account in Apple Mail After Migration MacOS

Re-Adding a Microsoft 365 Account in Apple Mail on macOS Video Tutorial Included.

In this tutorial, I will guide you through the steps of re-adding your Microsoft 365 account to Apple Mail on macOS. If you're experiencing issues or errors with your account, this step-by-step process should help you resolve the problem.

Helpful Video Tutorial

For a more detailed walkthrough, watch the tutorial video linked below:

https://www.youtube.com/watch?v=Zp9RaWrXFD8

Please follow these instructions before reaching out for further assistance.

Step 1: Open Apple Mail

To begin, open the **Apple Mail** app on your Mac. This can be found in your Applications folder or via Spotlight search.

Step 2: Access Mail Preferences

Click on **Mail** in the top-left corner of your screen, then select **Preferences** from the drop-down menu.

Step 3: Go to the Accounts Tab

In the **Preferences** window, click the **Accounts** tab to see all the email accounts associated with Apple Mail.

Step 4: Remove the Existing Account

If your Exchange account is listed, select it, and click the **minus (-)** button to remove it from Apple Mail. Or click into it and click **'Remove Account'**

Step 5: Re-add the Microsoft 365 Account

To add your Microsoft 365 account back, click the **plus (+)** button, then select **Microsoft Exchange**

Enter your email address and description; click **Sign In**.

You will then be asked if you want to '**Sign-In**' or '**Configure Manually**'**. Click '**Sign-In**'**

It will then prompt you to follow to a Microsoft Page. Click **Continue**.

Follow through the steps, as it may ask to configure Multi-Factor Authentication.

Step 6: Complete Setup

Once your Microsoft 365 account has been successfully added it will ask if you want to sync contacts,

calendar, Phone etc.. Make sure these are all highlighted green then click **'Save'.** Apple Mail will begin syncing your emails, and you should start seeing your emails appear shortly - If you have a large mailbox it may take a small period of time to download all your emails. Please be patient.

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