Set up your Washburn email in the MacOS Mail app

- 1. Open the **Mail** application.
- 2. In the top left corner of your screen, click Mail.
- 3. In the Mail menu, click Add Account...
- 4. For the mail account type select the second option, **Exchange**, and click **Continue**.



5. In the Name field, enter your name as you would like it to appear in your email messages. In the Email Address field, enter your full Washburn email address. Click Sign In.

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Cloud Mail, Contact Game Center	Micros To get started, fill out the fol Name: Email Address:	oft Exchange lowing information: /@washburn.edu Cancel Sign li	e
		AOI.	

If you have any further questions, please contact **User Services** at 785-670-3000 or <u>support@washburn.edu</u>.

6. Click Sign In again.

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7. When prompted, login with your **Washburn credentials** via the Washburn login page.

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	@washburn.edu	
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	Change Active Directory/Office 365 Password Log in to MyWashburn	
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<u>Note</u>: If required, this is where you may be prompted for multifactor authentication (MFA in the form of **Duo** for faculty/staff)

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If you have any further questions, please contact **User Services** at 785-670-3000 or support@washburn.edu.

8. Another box will appear with options of what apps you would like to use with this account. Make sure **Mail** is checked and click **Done**.

internet Ac other apps iCloud Mail, Contact	Microsoft Exchange Select the apps you want to use with this account:	Messages, and
Game Center	🖉 🔤 Mail	
	Contacts	
	Calendars	
	Reminders	
	Notes	
	Cancel Back Done	

9. You are now ready to read and send email from your Washburn email account.