

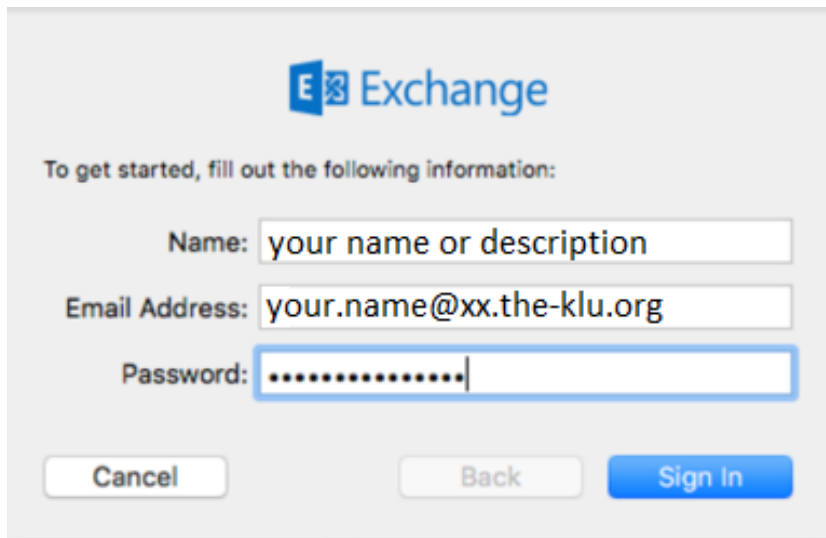
Office 365 Apple Mail

These instructions apply to Apple Mail running on Mac OS X 10.11

You can configure the Mail app to connect to your email and calendar events on the Office 365 server.

IMPORTANT: After configuring Apple Mail, be sure to change the Trash setting to never permanently erase messages. Otherwise, you won't be able to restore deleted messages.

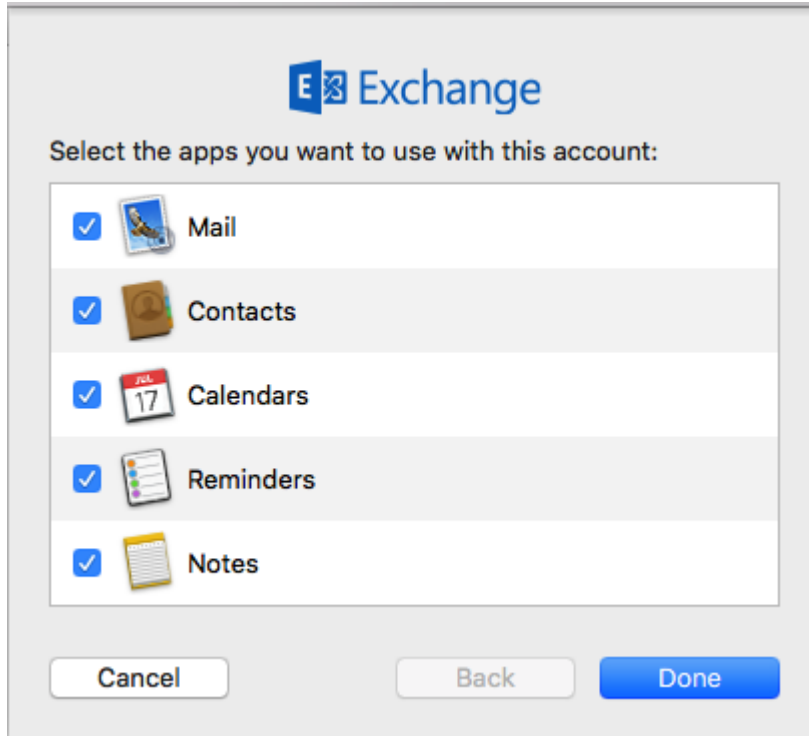
1. Launch Mail. (Click the icon in the dock or go to the **Applications** folder to open it.)
2. Add a mail account:
 - If you have not previously configured an account in Mail you will be prompted to add an account. Click **Exchange** and then click **Continue**.
 - Otherwise, go to the **Mail** menu and click **Add Account > Exchange** and then click **Continue**.
3. Enter the following information and then click **Sign In** when done:
 - **Full Name:** the name you want displayed on your outgoing mail
 - **Email Address:** *sunetid@stanford.edu* (do not use an email alias)
 - **Password:** your SUNet ID password



The screenshot shows a dialog box titled "Exchange" with the following fields and buttons:

- Name:** your name or description
- Email Address:** your.name@xx.the-klu.org
- Password:** [masked with dots]
- Buttons:** Cancel, Back, Sign In

4. Select the apps you want to use with this account and then click **Done**.



Recommended setting

Office 365 accounts are not backed up. However, Outlook on the web and some desktop versions of Outlook let you recover deleted items that are no longer visible in the **Deleted Items** folder.

In Apple Mail you can set how long to keep messages in the **Trash** folder. Once a message is permanently erased in Apple Mail it cannot be recovered from the **Deleted Items** folder in Outlook on the web. We recommend setting Apple Mail to never permanently erase deleted messages.

1. In the **Mail** menu, click **Preferences**.
2. In the **Accounts** pane, click the **Mailbox Behaviors** tab.
3. In the Trash section, choose the following settings:
 - **Store deleted messages on server**: checked
 - **Permanently erase deleted messages**: Never

