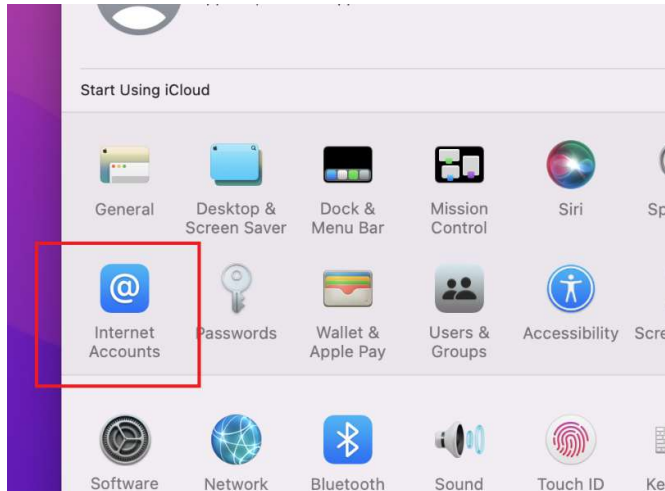# Newcastle University Email - MacOS Setup

Please note that this documentation is unofficial – NUIT do not support this application.

Removing existing account

1. Open the Settings app and select "Internet Accounts"

2. Locate your existing Newcastle email profile and click on it to select it.

   Please make sure you select the correct account on this step and be sure to check that this account wasn't downloading and storing data on your Mac. In most cases no email or calendar will be stored locally however if you have concerns please check with the Service Desk or Service Bar first.

3. Click on the "-" button to delete the account.
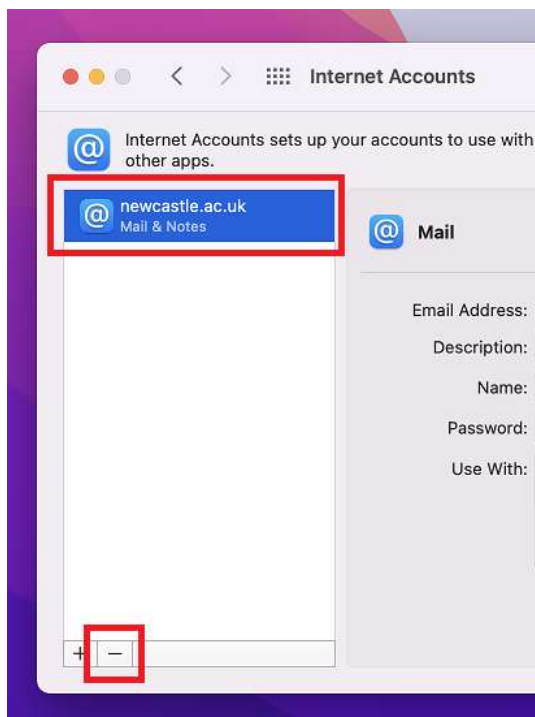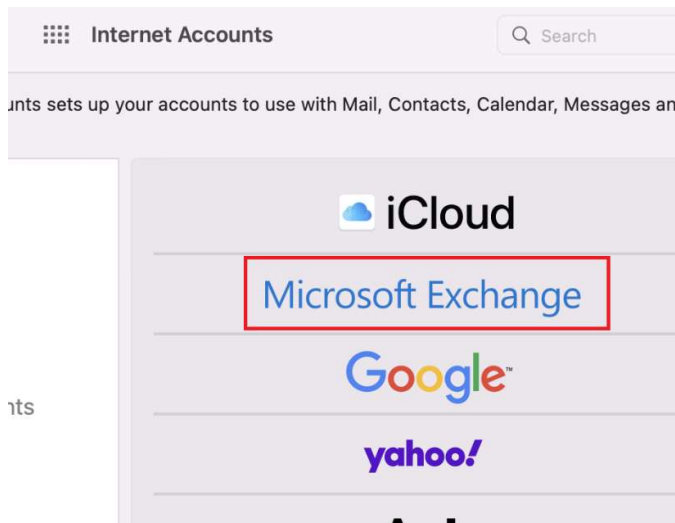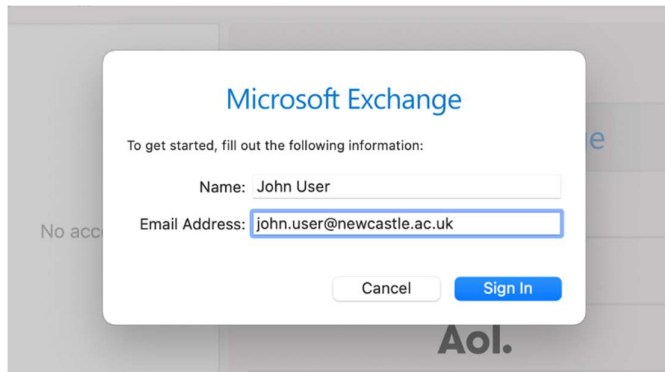
Adding a new account

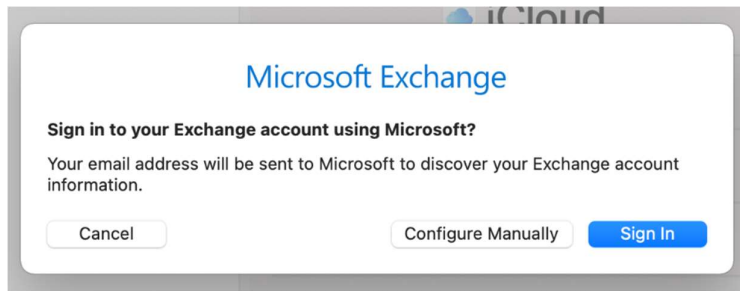1. Open the Settings app and select "Internet Accounts"
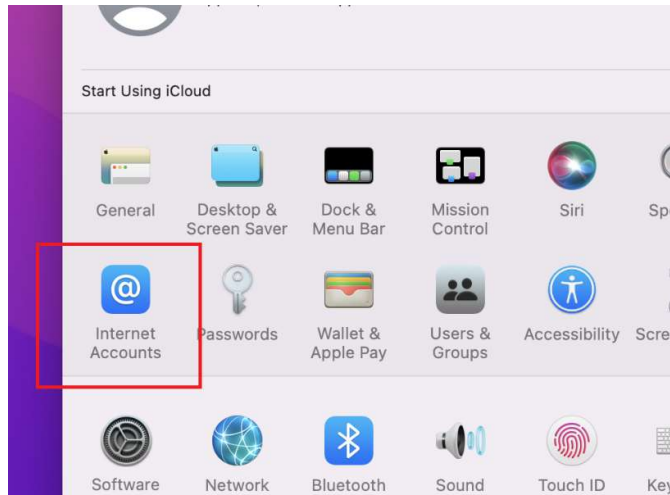
2. Select "Microsoft Exchange"

3. Enter your name and full Newcastle email address

4. Select "Sign In" when asked "Sign in to your Exchange account using Microsoft?".

5. At this point a Microsoft login box will appear, select "Work or School Account" and sign-in with your Newcastle account.
6. Select which services you'd like to use with your Newcastle account and click "Done".