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Adding your Office 365 KABK to Apple mail (macOS Mojave)

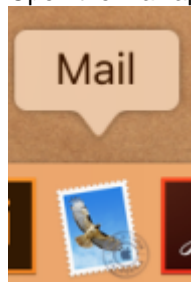
Version: 1.3 Author: Waldo de Borst Owner: systeembeheer@kabk.nl Last updated: 30-01-2019

Introduction: This guide will help you set up Apple Mail with your office 365 KABK account. The guide is split up in two parts: The first part covers removing the existing account. This is only required if you have Apple Mail set up prior to the migration. The second part covers adding the account to Apple Mail

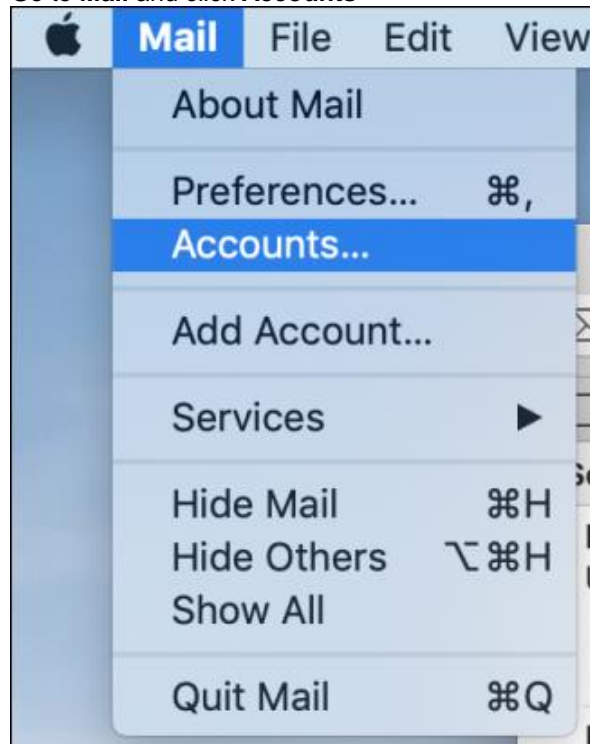
Removing the old Exchange account:

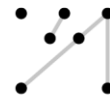
Note: This is only required if you already have Apple mail set up and stopped receiving mails after the migration.

- Open the Mail application.

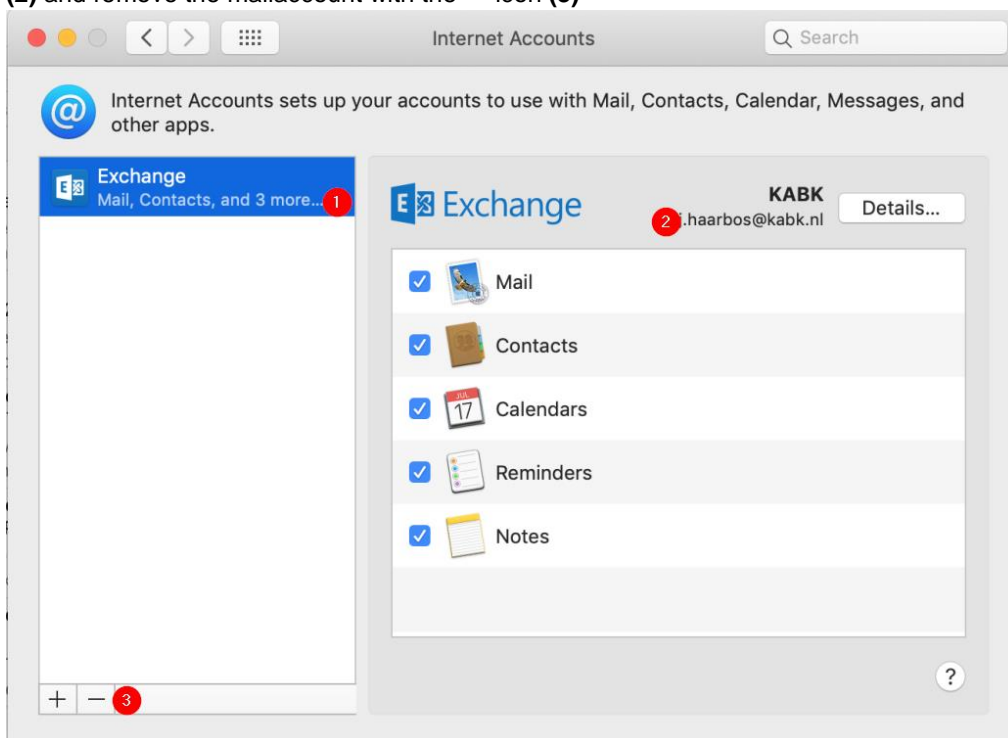


- Go to **Mail** and click **Accounts**

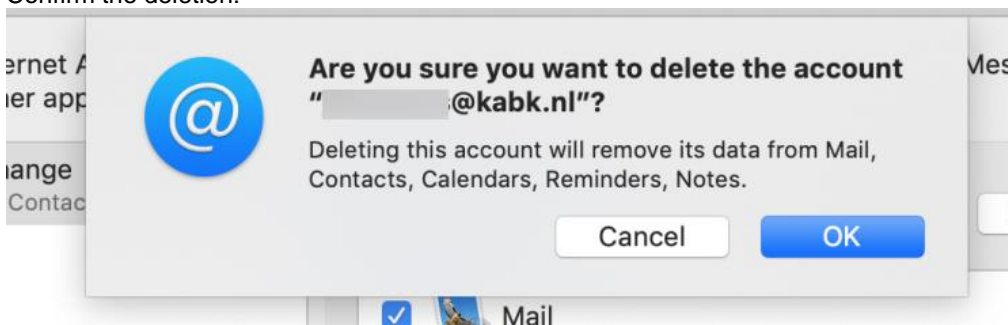




- Select your KABK account **(1)**. Verify that the email address is your KABK email **(2)** and remove the mail account with the **—** icon **(3)**



- Confirm the deletion:





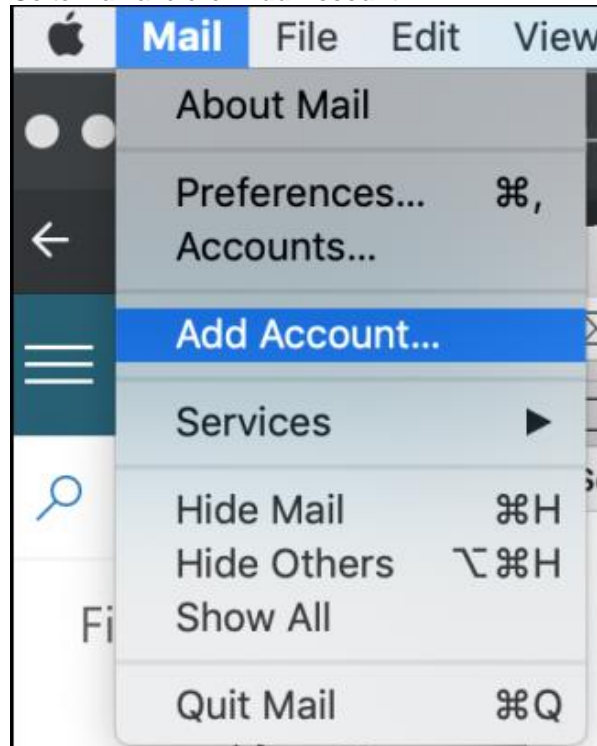
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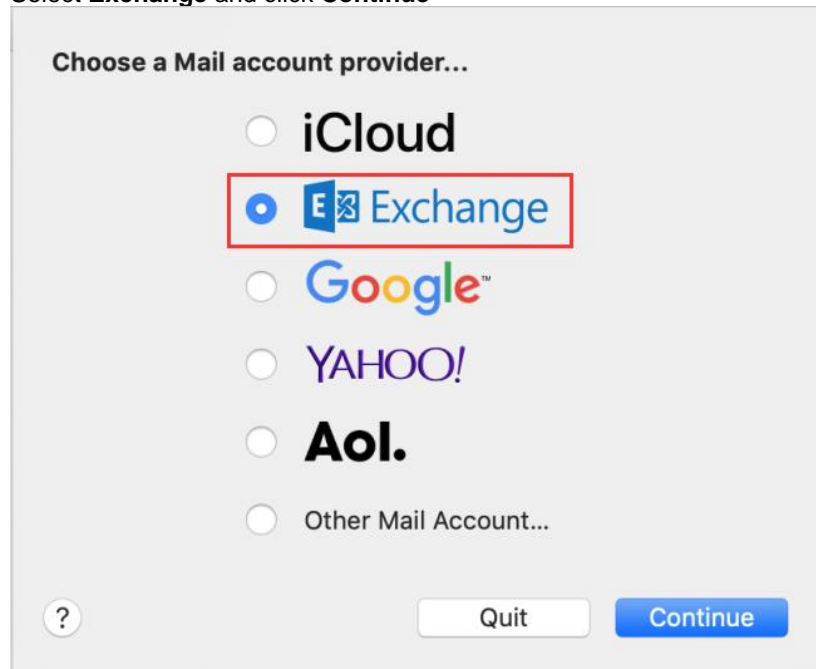
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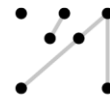
Adding your Office 365 KABK mail to Apple mail

- Open Mail
- Go to **Mail** and click **Add Account...**



- Select **Exchange** and click **Continue**





- Enter a name for your account and your **Email Address** and click **Sign In**

The dialog box features the Exchange logo at the top. Below it, the text reads: "To get started, fill out the following information:". There are two input fields: "Name:" with the value "KABK" and "Email Address:" with the value "j.haarbos@kabk.nl". At the bottom, there are two buttons: "Cancel" and "Sign In".

- When asked to Sign In or Configure Manually choose **Sign in**

The dialog box features the Exchange logo at the top. Below it, the text reads: "Sign in to your Exchange account using Microsoft?". Underneath, it says: "Your email address will be sent to Microsoft to discover your Exchange account information." At the bottom, there are three buttons: "Cancel", "Configure Manually", and "Sign In". The "Sign In" button is highlighted with a red border.

- Enter your **password** and click **Sign in**

The dialog box features the University of the Arts The Hague logo at the top. Below it, the text reads: "Sign in with your organizational account". There are two input fields: one for the email address "j.haarbos@kabk.nl" and one for the "Password". At the bottom, there is a "Sign in" button and a "Cancel" button. Below the "Sign in" button, the text reads: "Sign in with username@kabk.nl."



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- Choose the Items you would like to sync to the device and click **Done**

