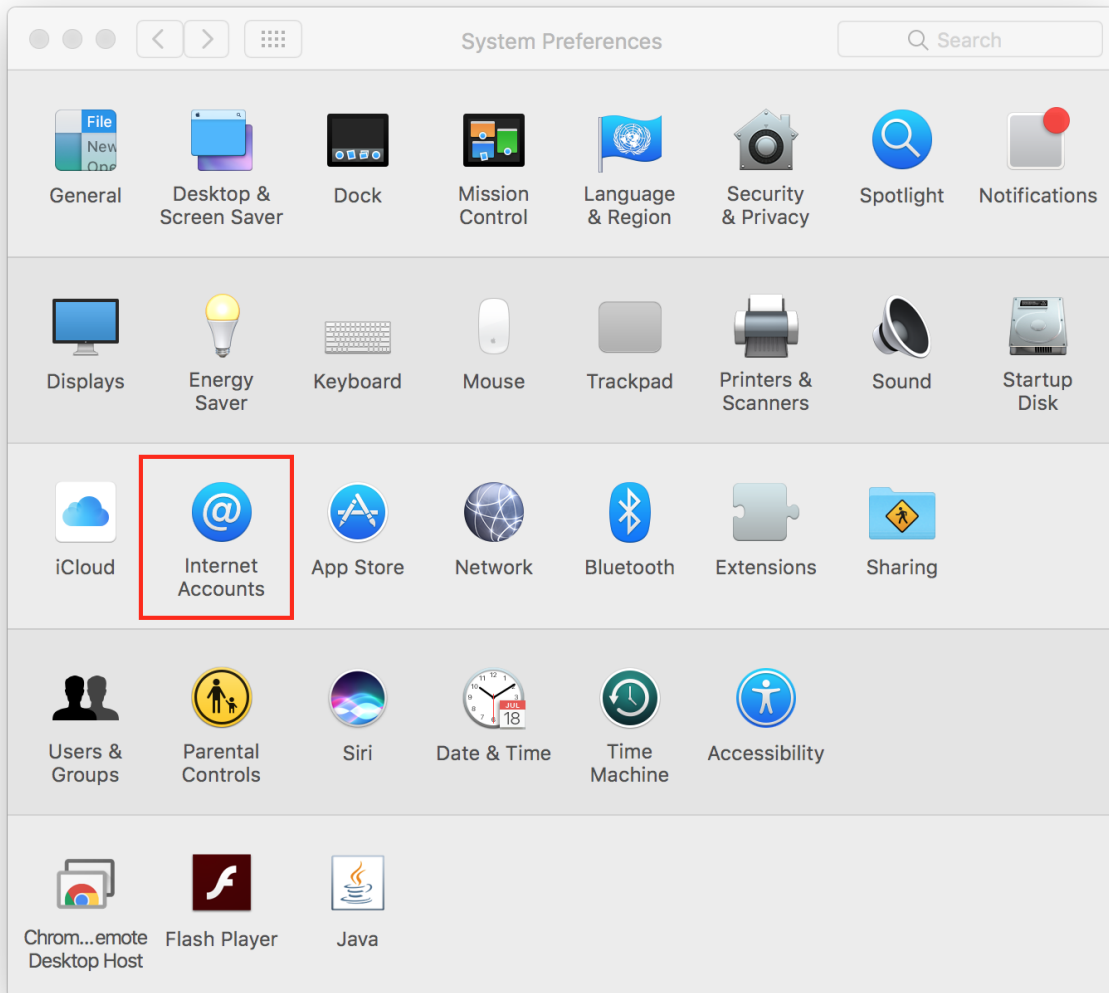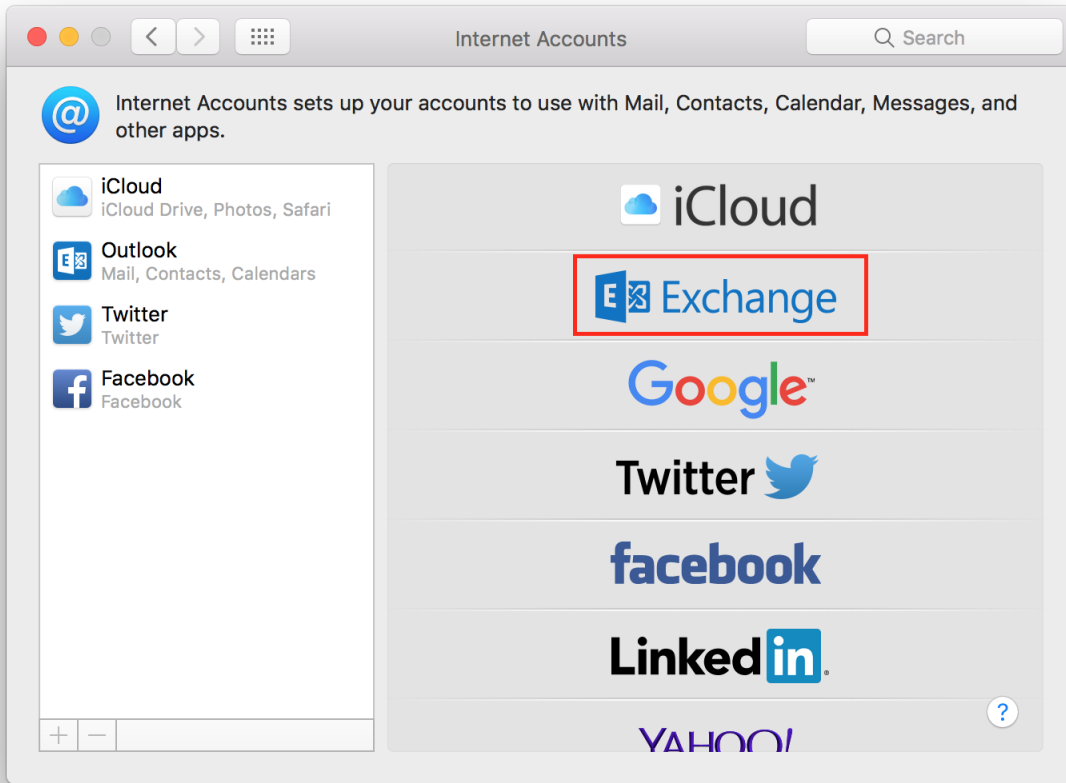# Configure Apple's Mail.app with UNCP's Office 365 for Faculty & Staff
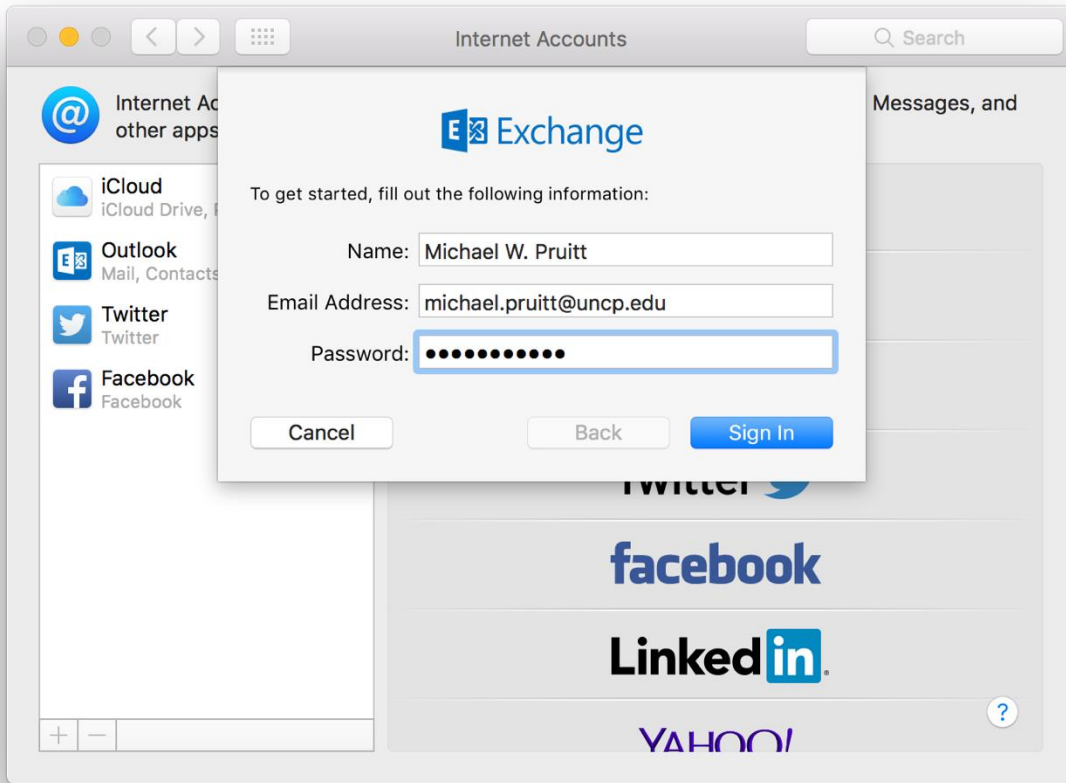
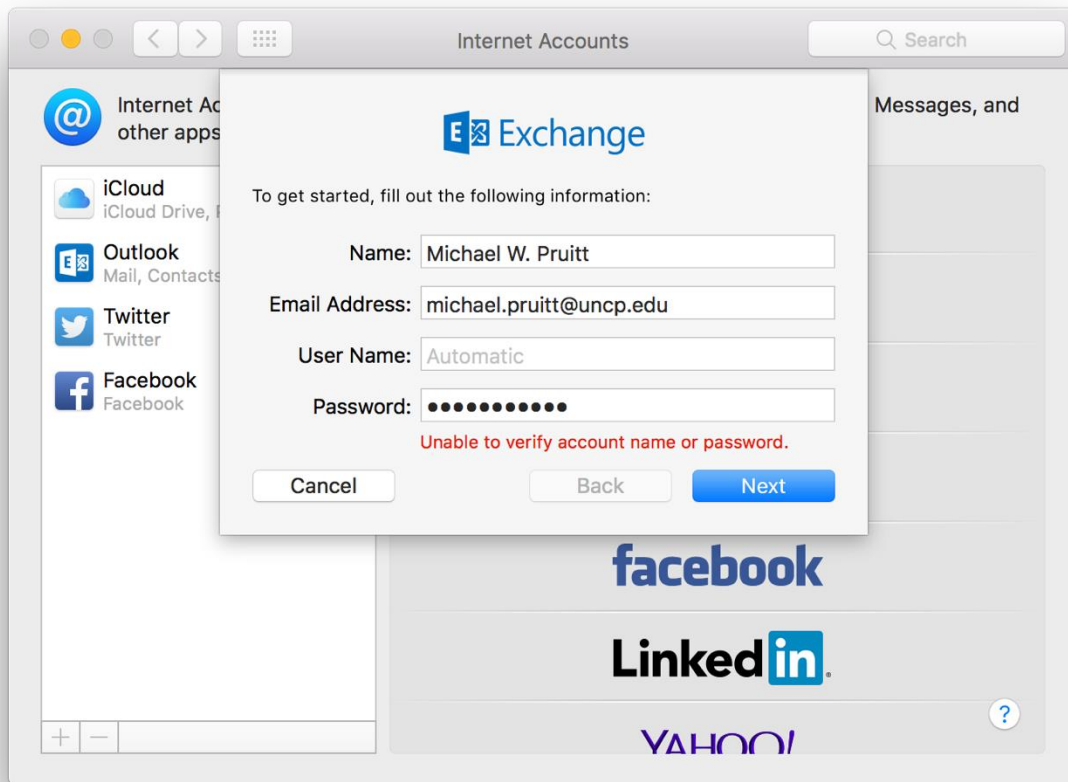Open **System Preferences**, and select **Internet Accounts**.

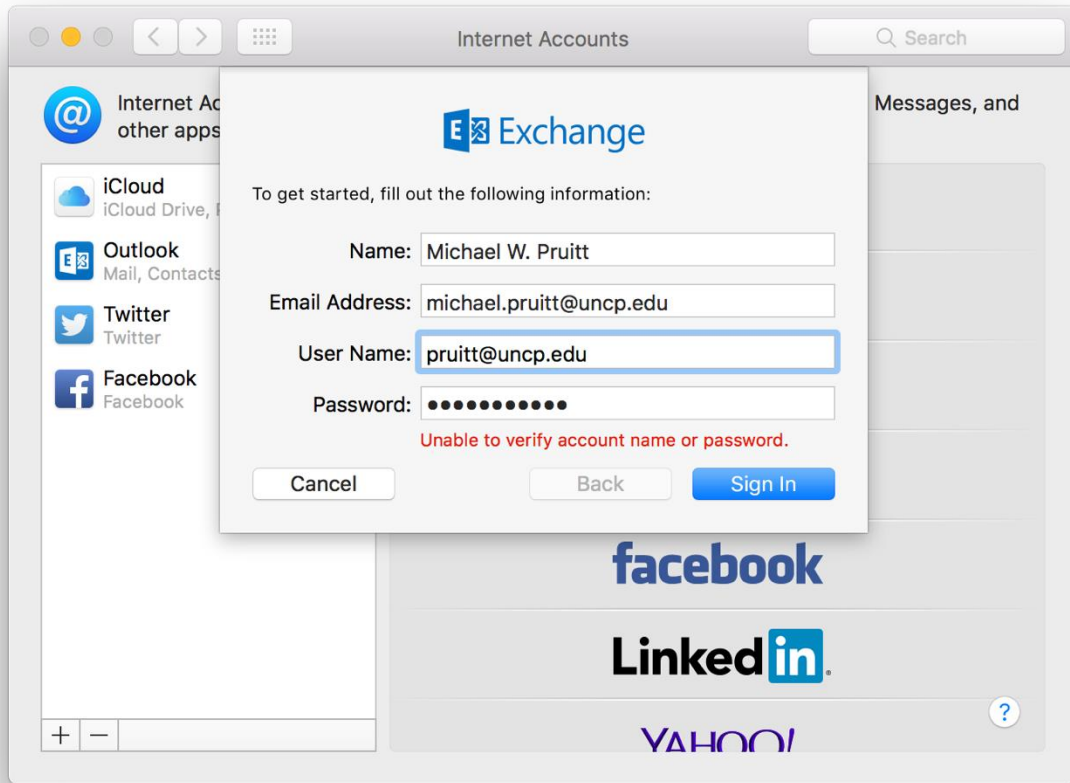Select **Exchange** as the new account type.

Enter your *name, email address,* and *password*. Click on **Sign In**.

If auto-detection fails, you will see the following screen.

Enter your *username* with *@uncp.edu* following it, as bellow. Click on **Sign In**.

Verify that the features you wish to use are checked and click on **Done**.