



## Mac OS Mail Configuration after migration

STEP 1: After your mailbox has been migrated, you will have to update the server settings your Exchange account is using, as it cannot be updated automatically. Observe the account error message as shown below:



STEP 2: In the menu bar on top, click on "**Mail**", then "**Preferences**". In the preferences pane, select the "**Accounts**" tab, and click on your "**Exchange**" email as shown below:



STEP 3: The account will be offline but enabled, and your email field will be blank. Click the email address field and click on "**Edit Email Addresses**". Enter your Lehman email address, as the example below:



STEP 4: Now Click on the server settings tab. Observe that your previous server configuration will be present as shown below:



STEP 5: In the username and password fields, enter your CUNYFirst username and password. <u>Uncheck</u> **"Automatically manage connection settings**".

## Enter the following url under the "**External URL**" field:

https://outlook.office365.com/EWS/Exchange.asmx

Leave the "Internal URL" field blank as shown below:

	Accounts	
Canaral Accounts Junk Mail	A Easts & Colore	Viewing Composing Signatures Rules
General Accounts Julik Mail	Fonts & Colors	viewing composing aignatures rules
iCloud IMAP	Account Information Mailbox Behaviors Server Settings	
Exchange	User Name:	alexis.veras99@login.cuny.edu
Exchange	Password:	•••••
Exchange		Automatically manage connection settings
	Internal URL:	
	External URL:	s://outlook.office365.com/EWS/Exchange.asmx
		Advanced Exchange Settings
	Outgoing Mail /	Account: Exchange (Exchange, Offline) 😒
		First account details funcheck Automatic server settings te provided external URL below, in be left blank. ive
+ -		- Save
URL: https://outlook.office365.com/EWS/Exchange.asmx @		

STEP 6: Click save and Done!

NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or <u>help.desk@Lehman.cuny.edu</u> if further assistance is needed.