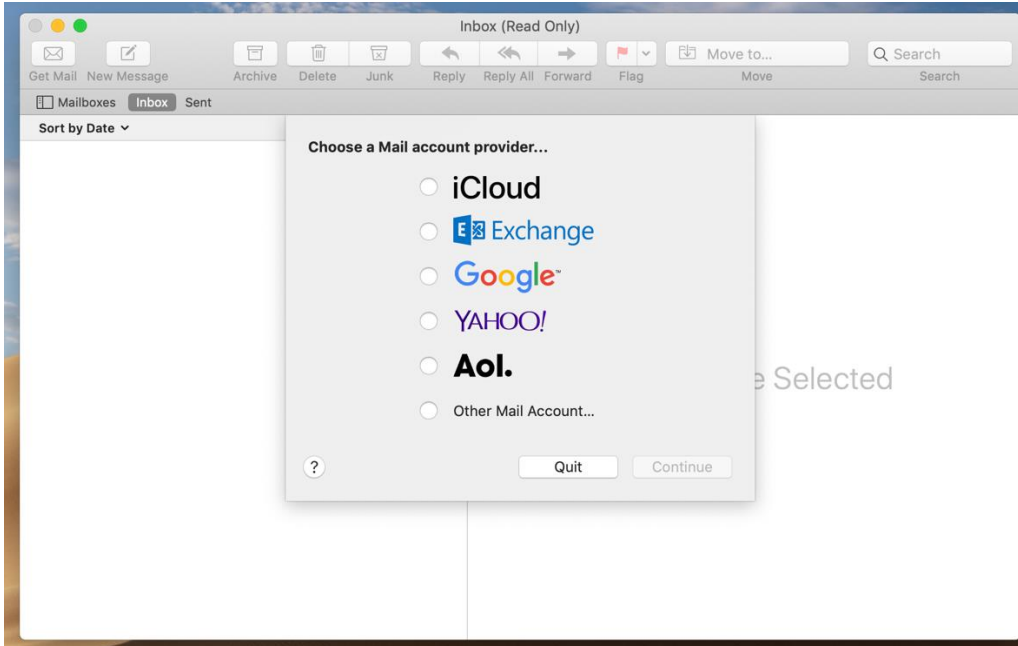
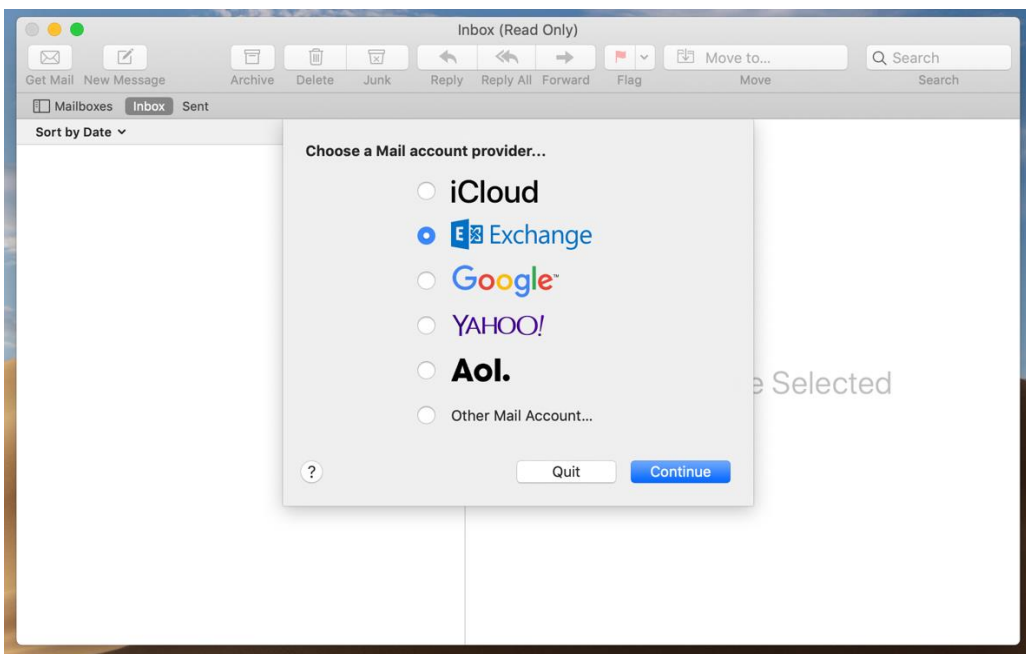


Setting up Lehman M365 email on MAC using MAC mail

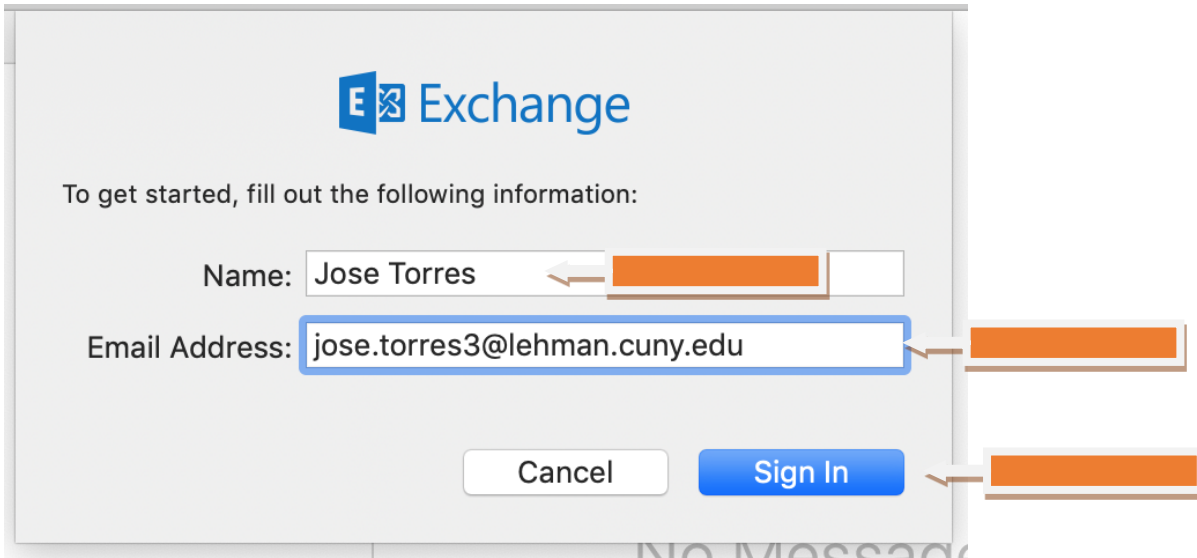
STEP 1: Open the Mail app.



STEP 2: Select Exchange and click on **Continue**.

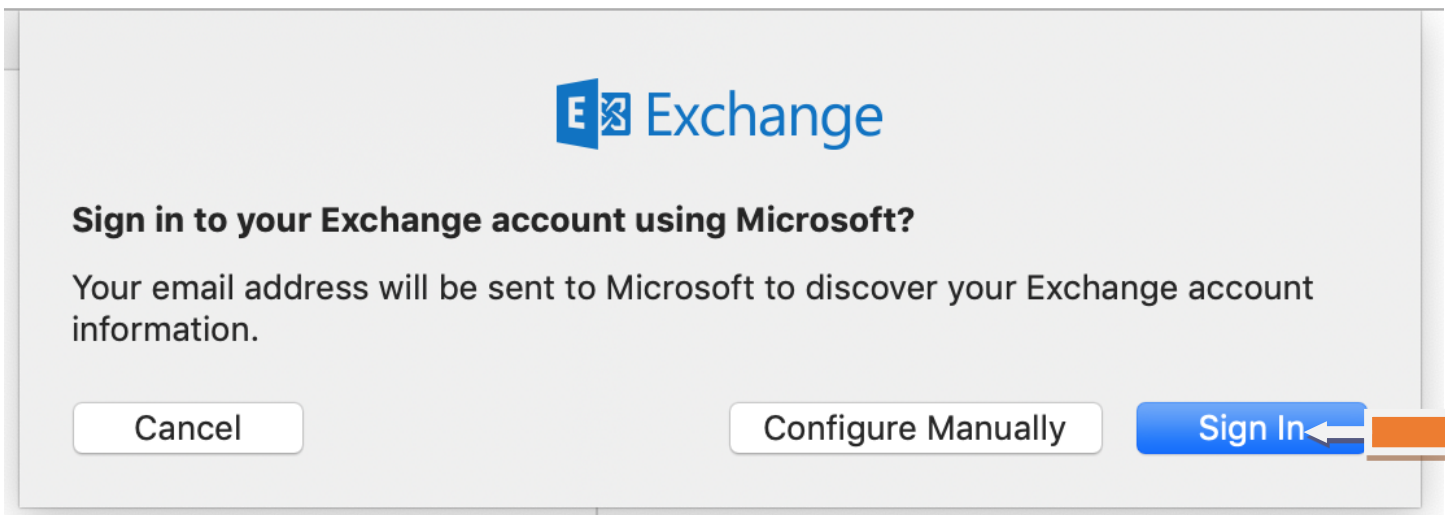


STEP 3: Type in your **name** and your **Lehman College email address** and then click on **Sign In**.



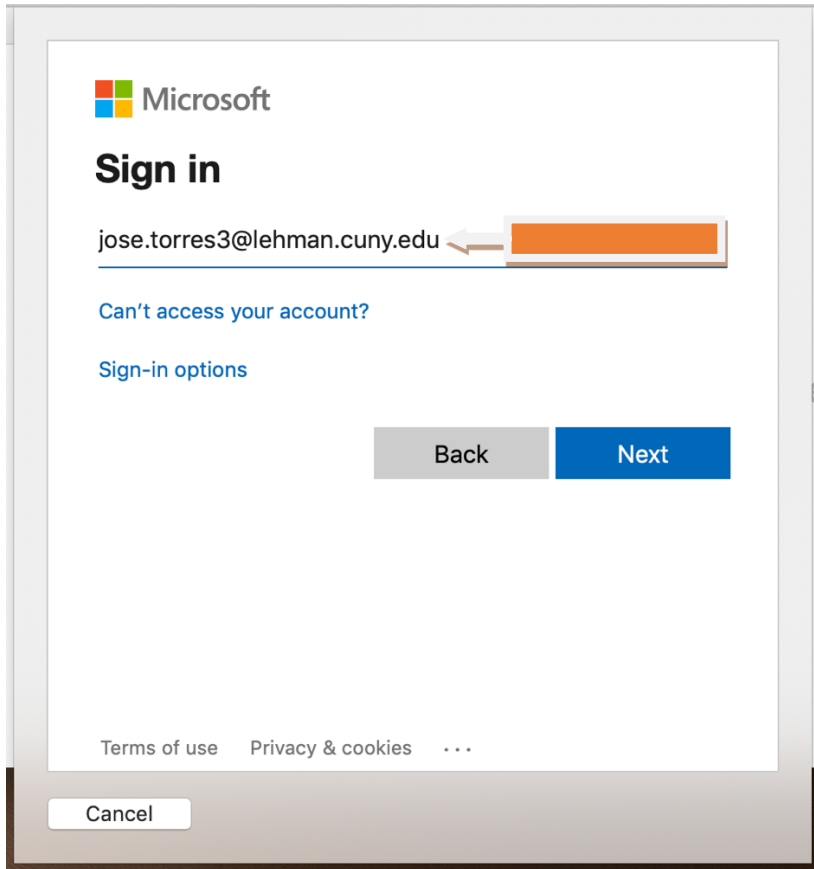
The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. Below the title, it says "To get started, fill out the following information:". There are two input fields: "Name:" with the text "Jose Torres" and "Email Address:" with the text "jose.torres3@lehman.cuny.edu". At the bottom, there are two buttons: "Cancel" and "Sign In". Three orange arrows point to the right side of the dialog box, indicating the next steps in the process.

STEP 4: Click on **Sign In**.

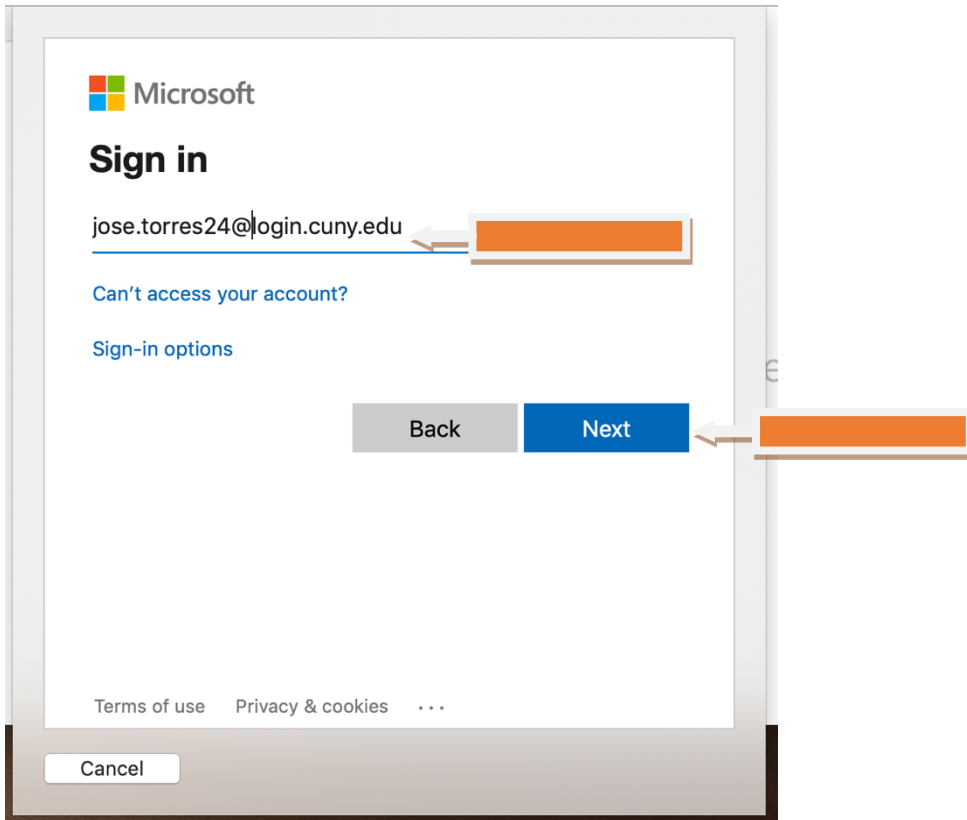


The image shows a dialog box titled "Exchange" with the Microsoft Exchange logo. Below the title, it says "Sign in to your Exchange account using Microsoft?". Underneath, it reads "Your email address will be sent to Microsoft to discover your Exchange account information." At the bottom, there are three buttons: "Cancel", "Configure Manually", and "Sign In". An orange arrow points to the right side of the "Sign In" button, indicating the next step.

STEP 5: You should see the screen below with your email address. You will need to change the email address to your CUNY login info as shown in STEP 6.

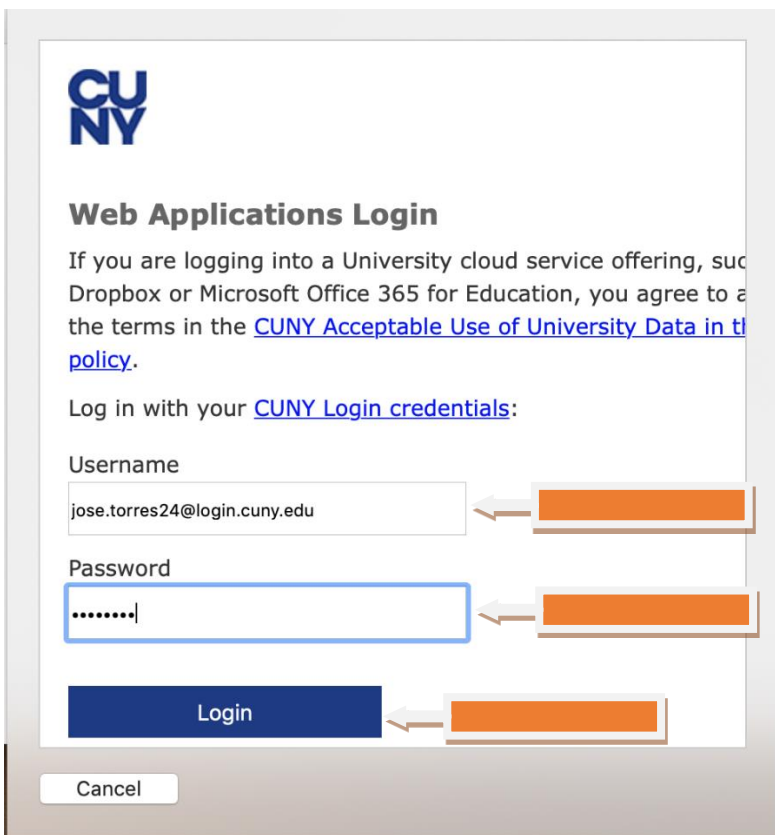


STEP 6: Type in your **CUNY login username** and click **Next**.



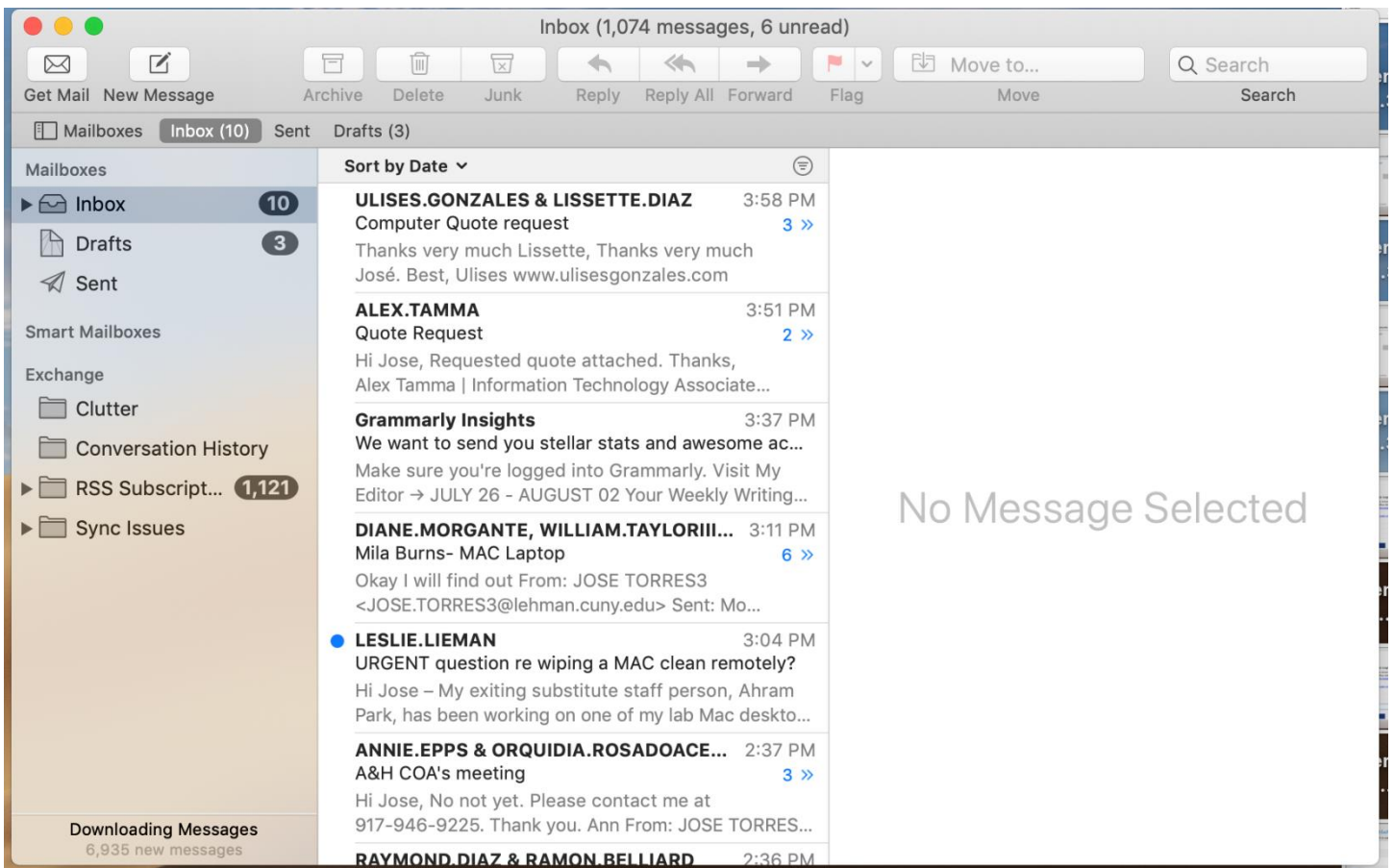
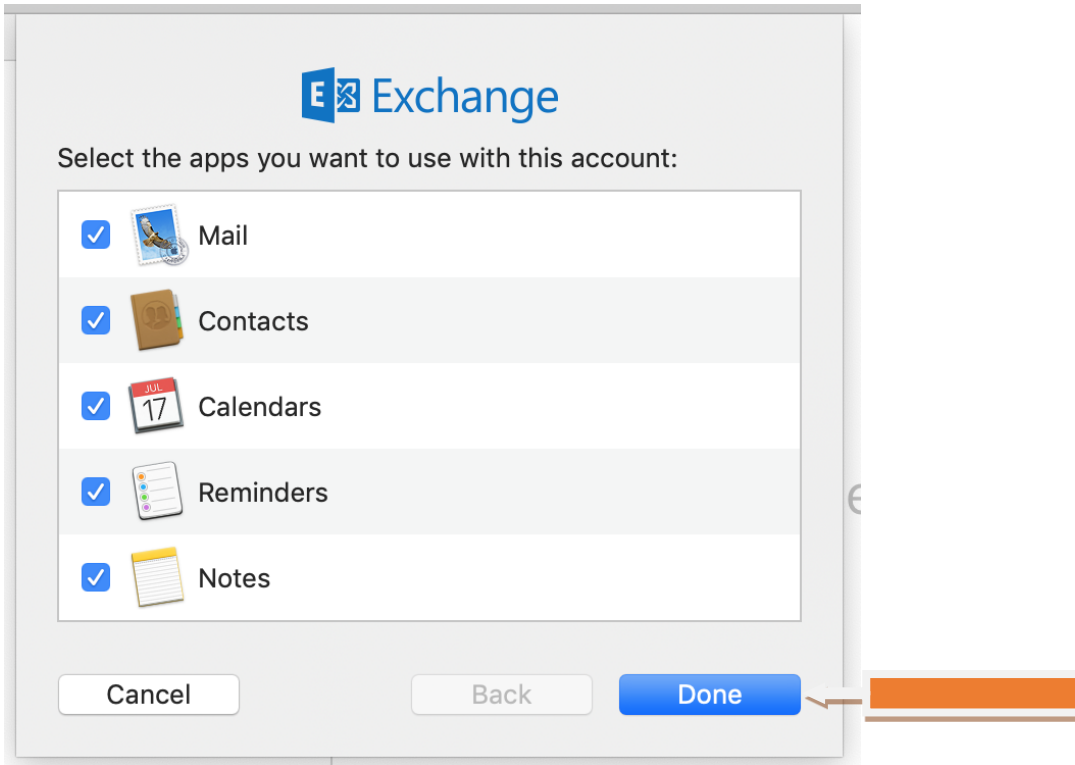
The screenshot shows a Microsoft Sign in dialog box. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. The email address "jose.torres24@login.cuny.edu" is entered into the text field, with an orange callout box pointing to it. Below the text field are two links: "Can't access your account?" and "Sign-in options". At the bottom of the dialog are two buttons: "Back" and "Next". The "Next" button is highlighted in blue, and an orange callout box points to it. At the very bottom of the dialog is a "Cancel" button. At the bottom left of the overall window, there is a "Terms of use" link, a "Privacy & cookies" link, and a three-dot menu icon.

STEP 7: Type in your **CUNY login credentials** and then click **Login**.



The screenshot shows a CUNY Web Applications Login dialog box. At the top left is the CUNY logo. Below it, the text "Web Applications Login" is displayed. A paragraph of text follows: "If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to accept the terms in the [CUNY Acceptable Use of University Data in the policy](#)." Below this text is the instruction "Log in with your [CUNY Login credentials](#):". There are two input fields: "Username" and "Password". The "Username" field contains "jose.torres24@login.cuny.edu" and has an orange callout box pointing to it. The "Password" field contains "....." and has an orange callout box pointing to it. Below the input fields is a blue "Login" button with an orange callout box pointing to it. At the bottom left of the dialog is a "Cancel" button.

STEP 8: Click 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 help.desk@Lehman.cuny.edu if further assistance is needed.