



Office of Information Technology

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

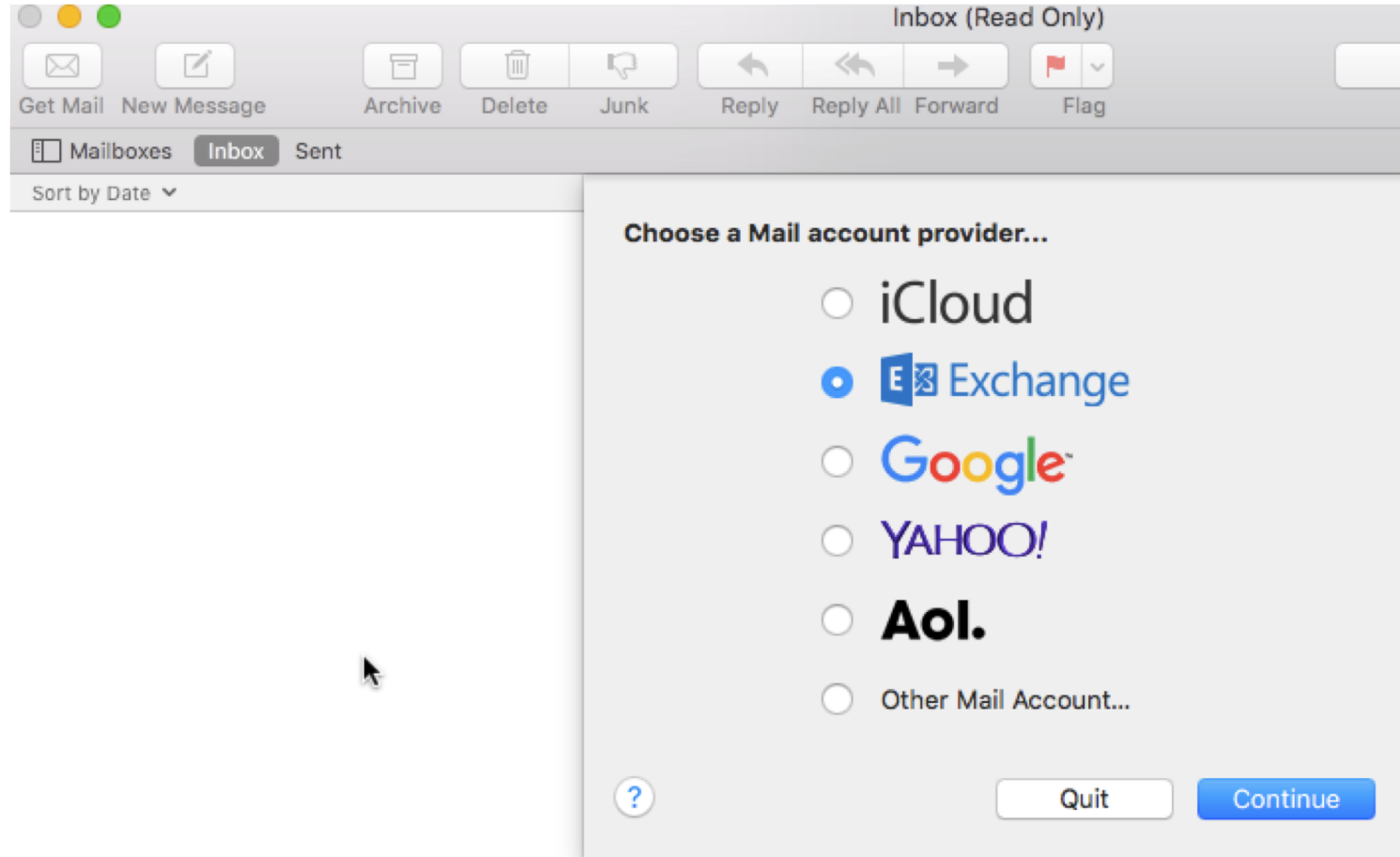
# Add O365 to Mac Mail



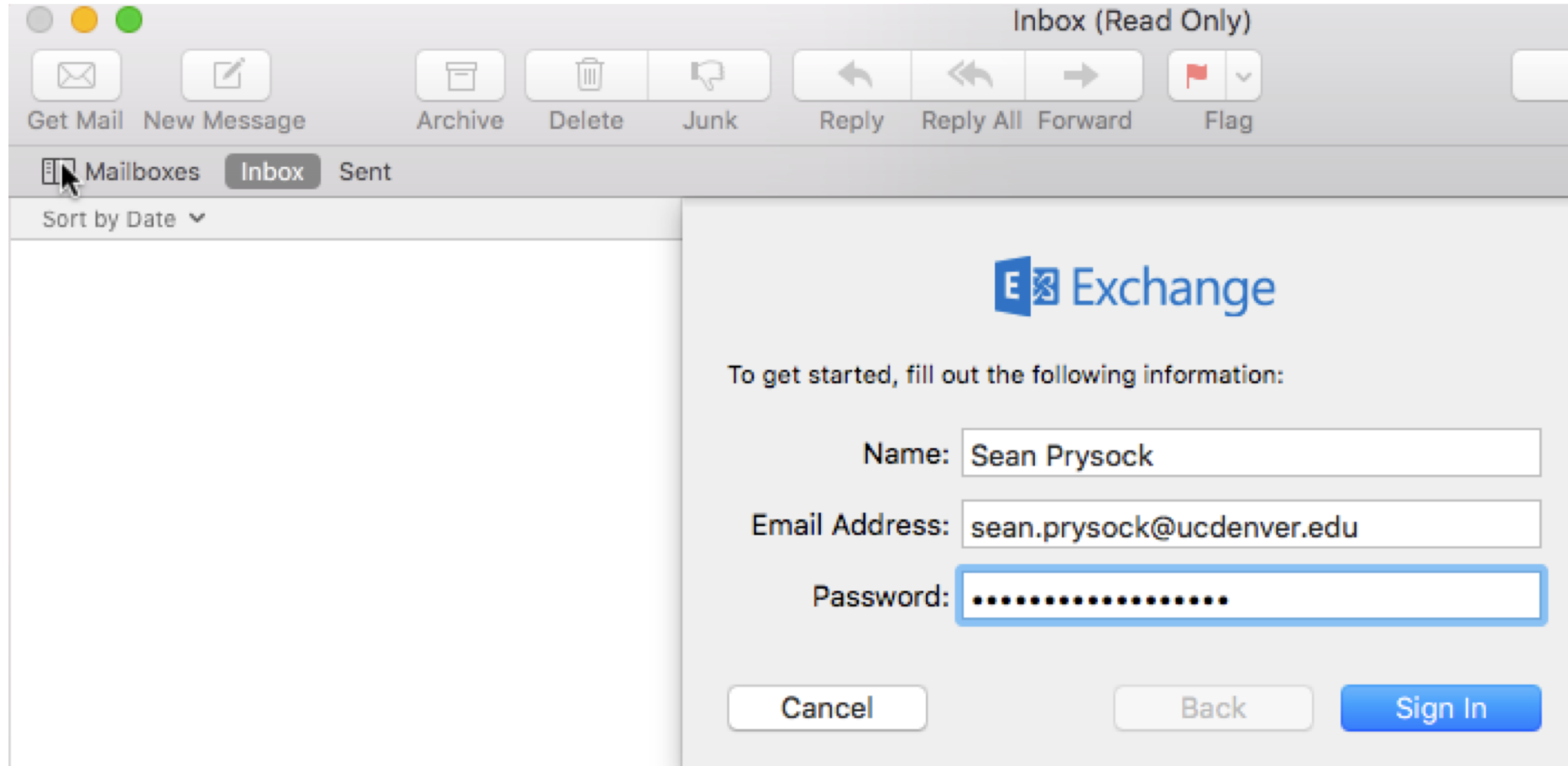
Open



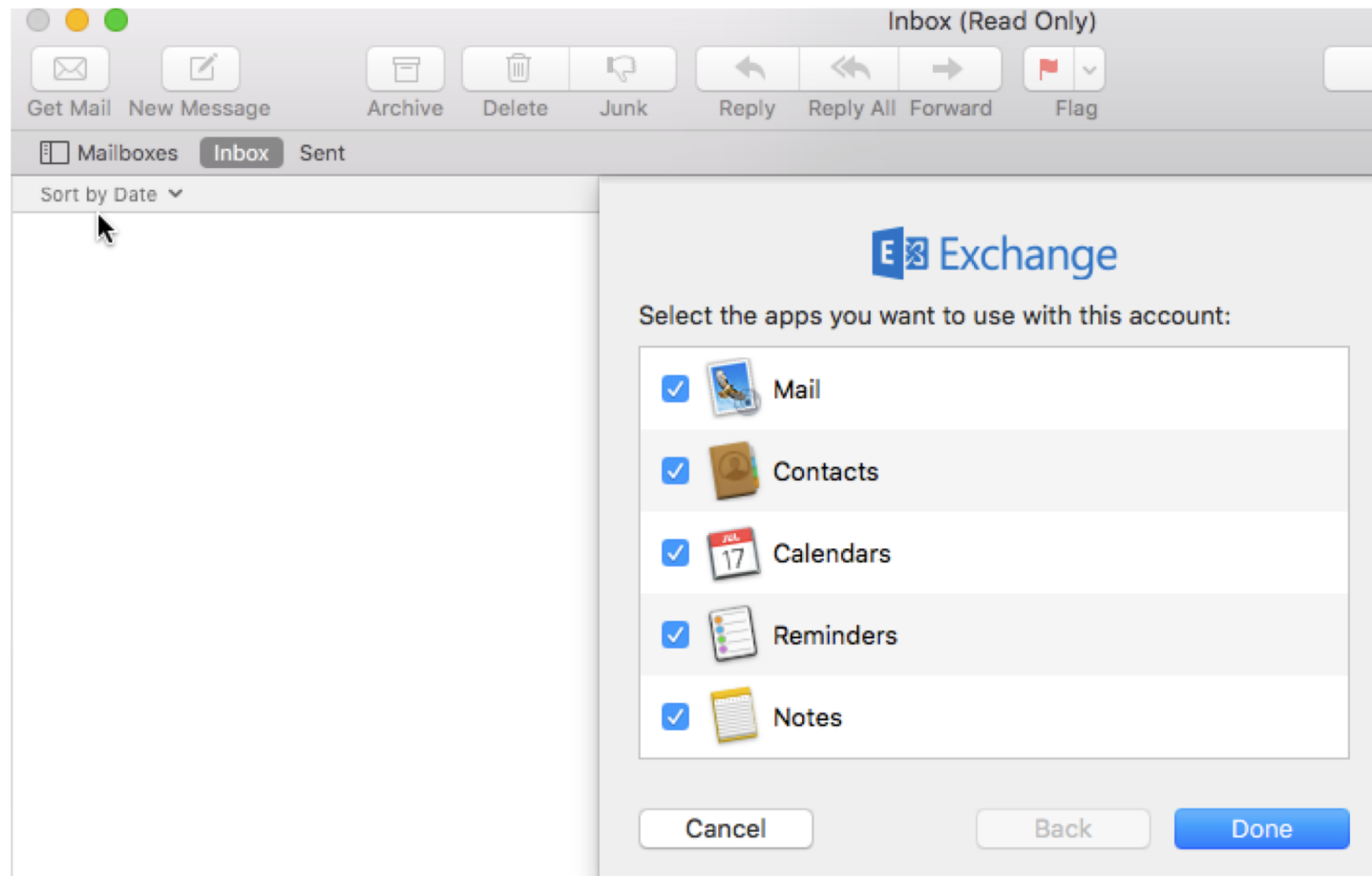
> select “Exchange” > Continue



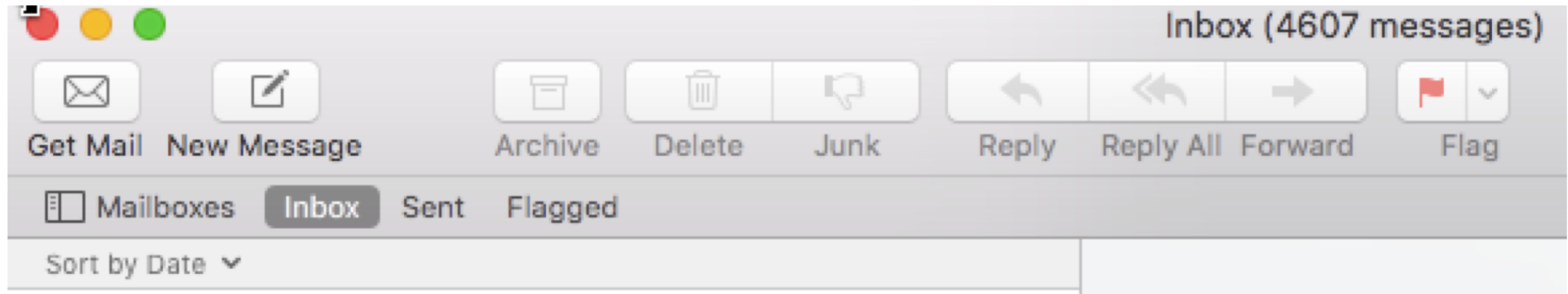
# Populate the fields using UCD password



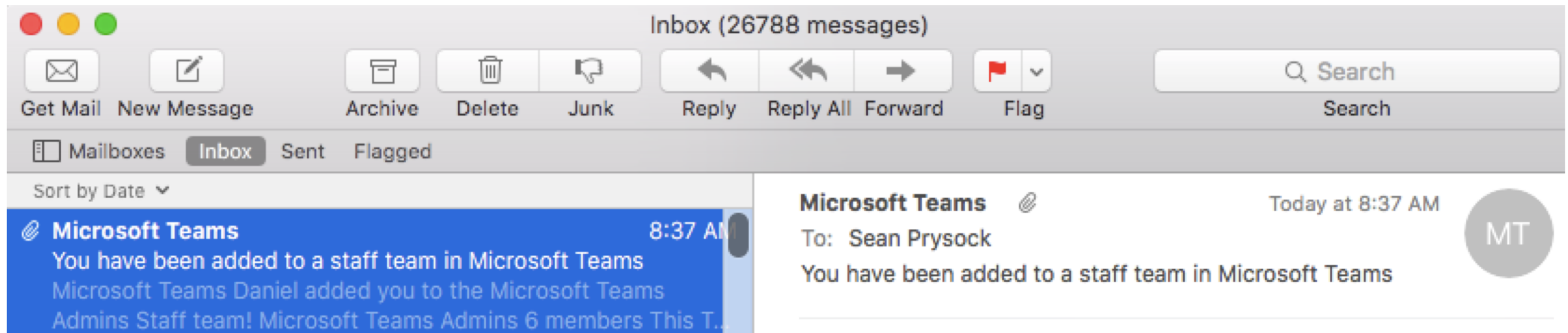
Check **boxes** next to what you want to sync then click **“Done”**



**When mailbox is syncing the icons to manage existing emails will be “grayed out” or unresponsive**



# Full successful sync when icons are available to manage existing emails



Still have questions? Contact the CU Denver | Anschutz Medical Campus OIT Service Desk: Call 303.724.4357 (4-HELP from a campus phone), Chat at [oitsupport.ucdenver.edu](https://oitsupport.ucdenver.edu) or Open a Ticket at <http://4help.oit.ucdenver.edu>.