Office 365 Email Setup on MAC Computers

<u>Important</u>: If you have already configured your NYGH email one MAC computer with Outlook prior migration, you will have to **delete the profile and re-create** one after your account is migrated to the Office 365. The reason is that the new Cloud-based Office 365 server has very different settings than the previous Premise Servers so simply updating the user name and password will not help you to connect to the server.

Please follow the instructions below to setup your NYGH email account on your MAC computers.

1. Open Outlook 2011 for MAC (or later version). Confirm that you allow it to access your contact.



2. Select Add an Account and then Exchange or Office 365.



3. Enter your NYGH Email (Format: username@nygh.on.ca) and password then Add Account.

mail address:	bestest@nygh.on.ca	
Authentication		
Method:	User Name and Password	0
User name:	bestest	
Password:	•••••	
	Configure automatically	

Email must be enter as username@nygh.on.ca

(For example: If your user name is abcd, you would enter abcd@nygh.on.ca)

4. Confirm to allow Outlook to re-direct the mail server to the cloud. Check the box so you do not have to answer it every time.



5. Once the Outlook verifies your credential, your NYGH profile will be created in Outlook.

	ACCO	unts
Show All		
Default Account Nygh bestest@nygh.on.ca	8	Nygh Exchange Account
	Account description:	Nygh
	Personal information	
	Full name:	Bes Test
	E-mail address:	bestest@nygh.on.ca
	Authentication	
	Method:	User Name and Password
	User name:	bestest@nygh.on.ca
	Password:	******

6. Outlook will automatically sync your mail items with the server.

