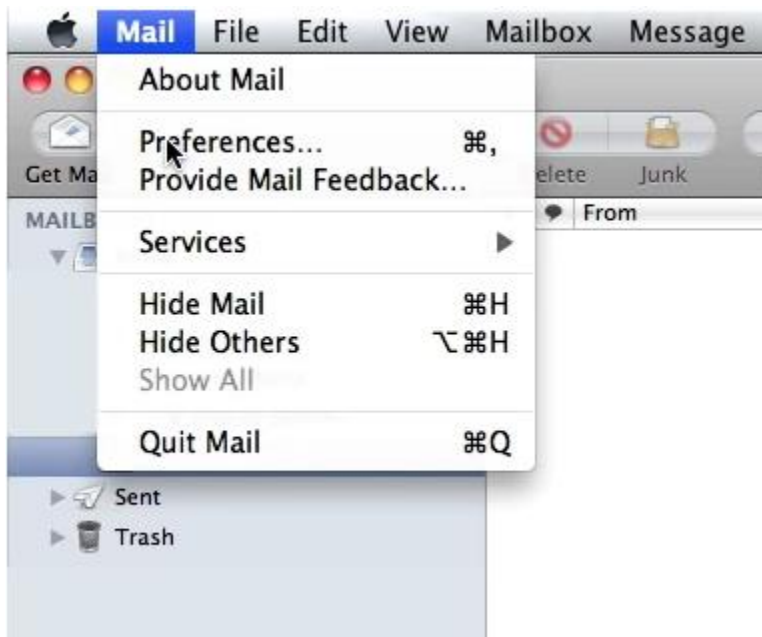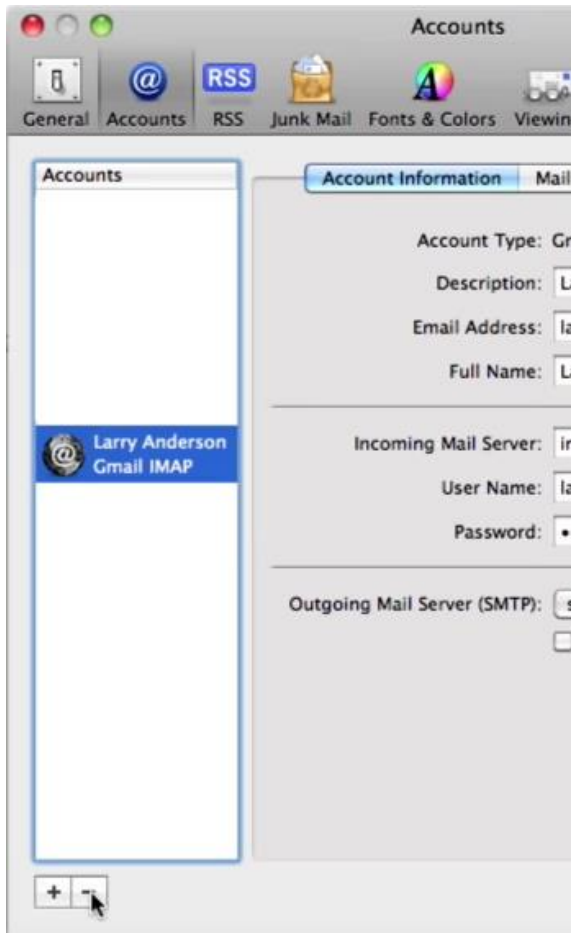Remove existing Account.
- Open Apple Mail
- Click **Mail** -> **Preferences**

- Select the account to be removed
- Click the – minus symbol at the bottom
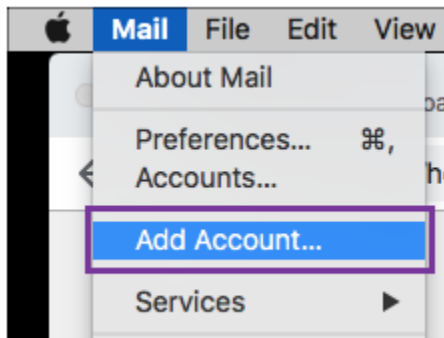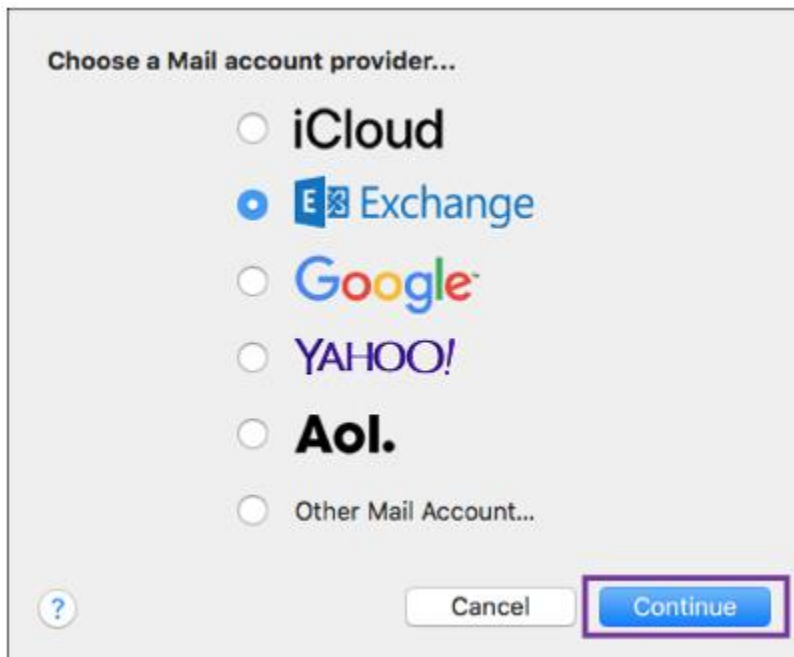
- Click **Remove**

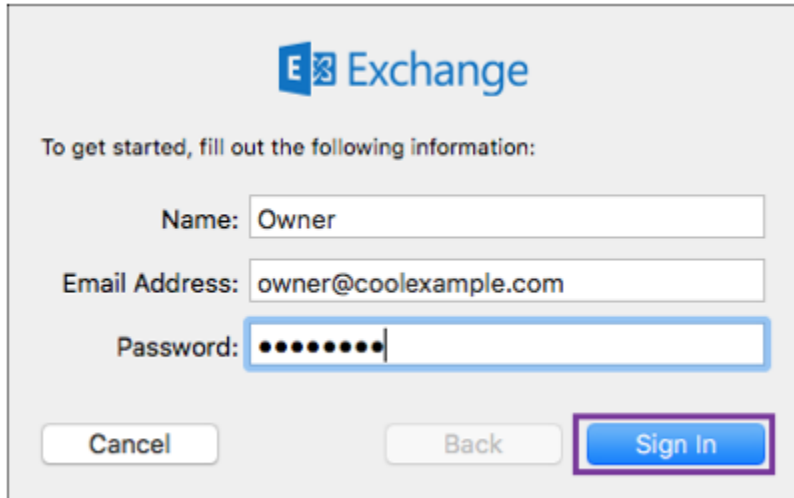Are you sure you want to remove the "Larry Anderson" Gmail IMAP account?

The account's setup information, mailboxes, messages, notes, and to do items will be deleted permanently from your computer.

Messages, notes, and to do items on the mail server will not be affected.

Cancel   Remove

Add Office 365 Account to Apple Mail

- Open Apple Mail -> click **Mail** -> **Add Account**

Mail   File   Edit   View

About Mail

Preferences...   ⌘,
Accounts...

Add Account...

Services   ▶

- Select **Exchange** and click **Continue**.

Choose a Mail account provider...

○ iCloud

● Exchange

○ Google

○ YAHOO!

○ Aol.

○ Other Mail Account...

?   Cancel   Continue
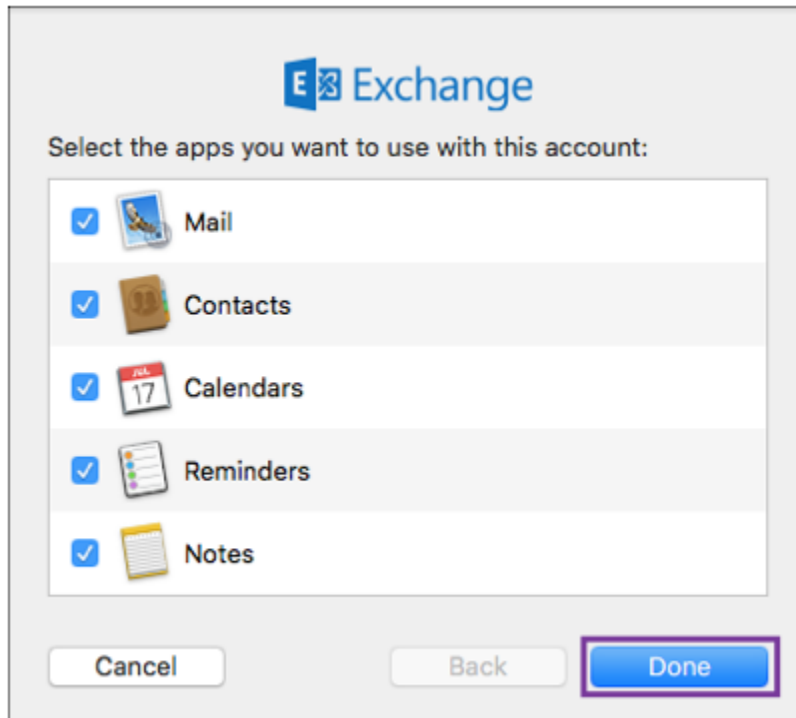
- Enter your name, Office 365 **email address** and **password**
  Click **Sign In**.

- Select the apps you want.
  Click **Done**