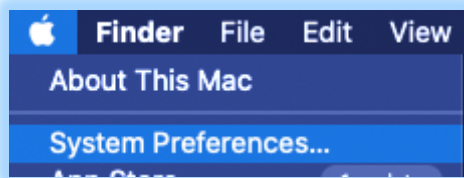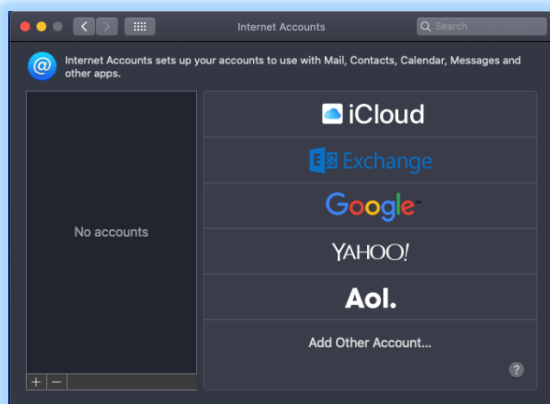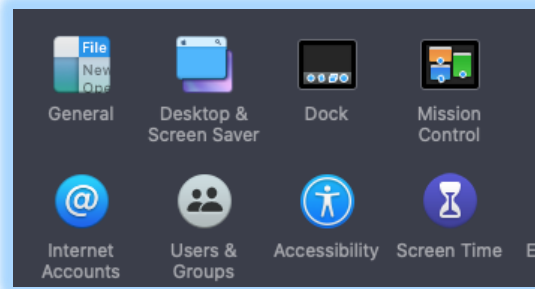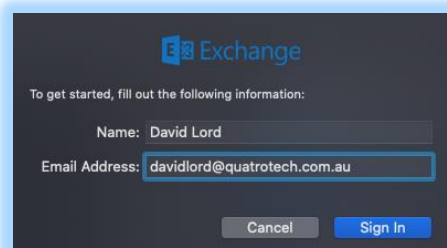# Apple MacMail iMac/MacBook

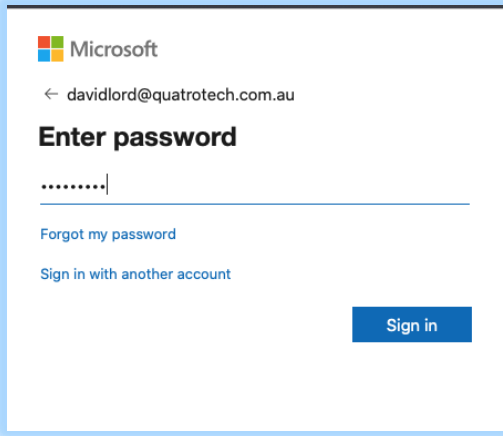

Click the **Apple** icon
System Preferences

Click **Internet Accounts** icon

Add New Account:
Select **Exchange** from list

Enter your **Name** and **@wentworthchambers.com.au**
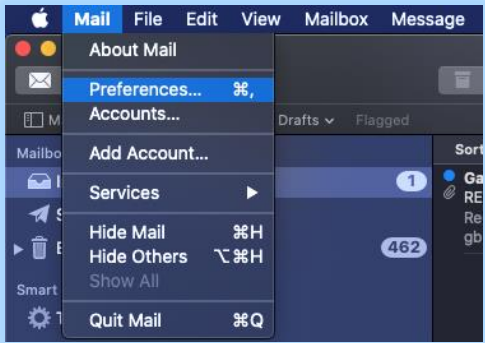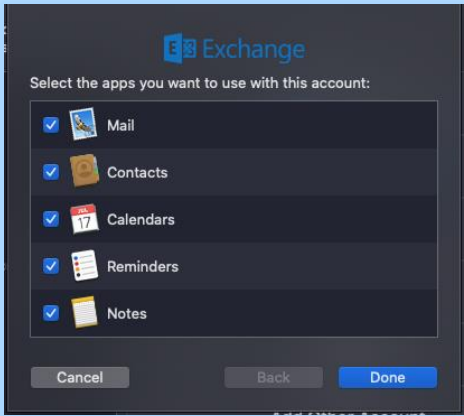**Email Address**

You will be redirected to the **Microsoft Sign In** page, enter your **password** and select **Sign in**

All fields are selected by default – remove any selections for items you do not want to synchronise to your device.

Close the any open Windows, then open Mac Mail, the contents of your migrated mailbox will now be downloaded to your system

Signature Configuration:

Click **Mail** from Menu
Then **Preferences**

Select **Signatures** Tab
Apply your Signature to your new Account