Setting Outlook as the Default Mail Client (Mac):

1. Launch **Mail**. Choose **Exchange** and click **Continue**. You must add an account before you can access the Preferences pane.



2. Input your APSU email address and password and click Sign In.

0 🔴 🔴	Inbox (Read Only)	
Mailboxes Inbox Sent		
Mailboxes	Sort	
🖂 Inbox	E 🛛 Exchange	
🔊 Sent		
Smart Mailboxes	To get started, fill out the following information:	
	Name: Doe, John	
	Email Address: username@apsu.edu	
	Password:	
	Cancel Back Sig	nin
		No Message Selected

- 0 0 0 Inbox (Read Only) Mailboxes Inbox Sent Sort Mailboxes Inbox E S Exchange 🖈 Sent Select the apps you want to use with this account: Smart Mailboxes 🖸 🞑 Mail Contacts Calendars Reminders Notes essage Selected Don Cancel Back
- 3. Uncheck the boxes beside Contacts, Calendars, Reminders, and Notes and click Done.

4. Go to Mail in the top bar and choose Preferences.



5. Click the **General** tab. Click the dropdown beside **Default email reader:** and choose **Microsoft Outlook**.

• • •	General			
General Accounts Junk Mail Fonts & Color	s Viewing Composing Signatures Rules			
Default email reader:	Interest of the second sec			
Check for new messages:	Automatically			
New messages sound:	New Messages Sound			
	Play sounds for other mail actions			
Dock unread count:	Inbox Only			
New message notifications:	Inbox Only			
Downloads folder:	🝺 Downloads ᅌ			
Remove unedited downloads:	After Message is Deleted			
Add invitations to Calendar automatically				
Automatically try sending later if outgoing server is unavailable				
🗹 Prefer opening messages in sp	lit view when in full screen			
When searching all mailboxes, inc	lude results from:			
Encrypted Messages	?			

6. Quit Mail. Open System Preferences and click Internet Accounts.



7. Select the account you added in step 1 and click the **minus sign**.

	Internet Accounts	Q, Search			
Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages, and other apps.					
iCloud iCloud Drive and 4 more	E B Exchange	Details			
Exchange Mail	🗹 🔍 Mail				
	Contacts				
	Calendars				
	Reminders				
	Notes				
+		3			

8. Click **OK**.

	Internet Accounts	Q Search
 Internet A other app iCloud Drive iCloud Drive Exchange Mail 	Are you sure you want to delete the account "@apsu.edu"? Deleting this account will remove its data from Mail. Cancel OK Cancel OK Cancel OK Cancel OK Cancel OK Cancel OK Notes	t Messages, and Details
+ -		?