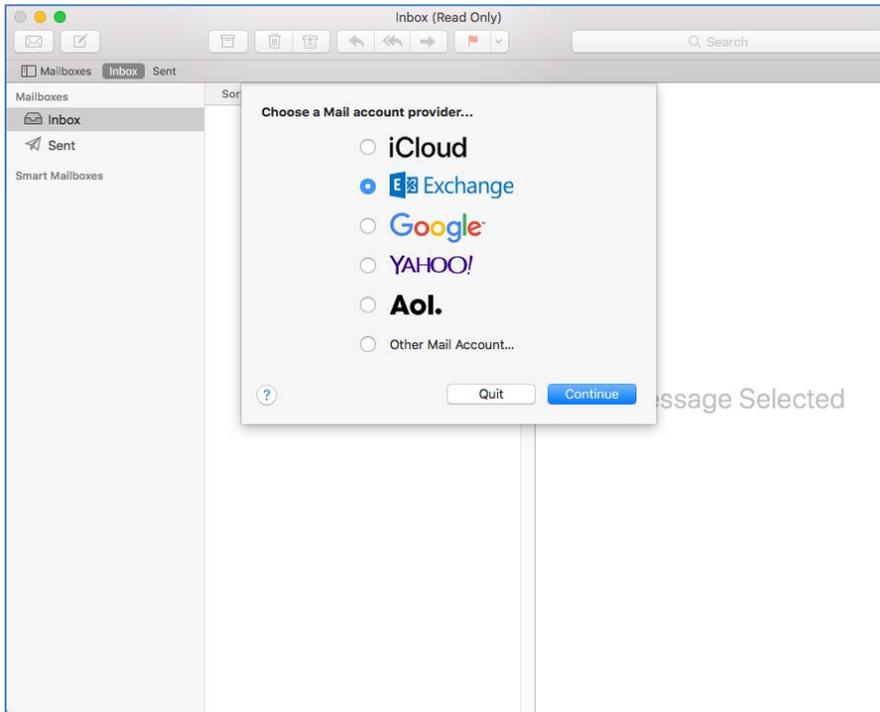
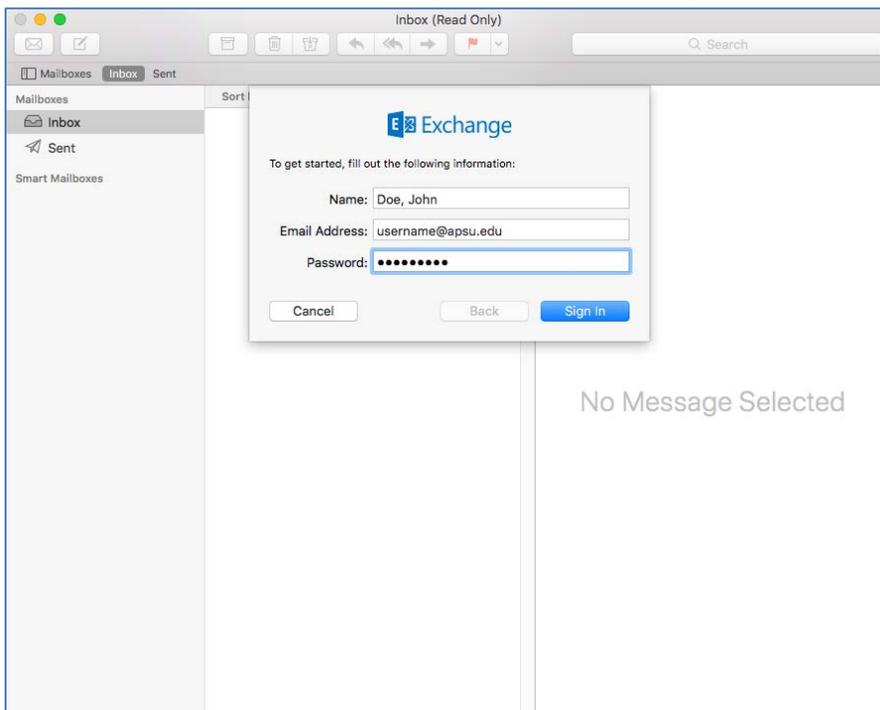


Setting Outlook as the Default Mail Client (Mac):

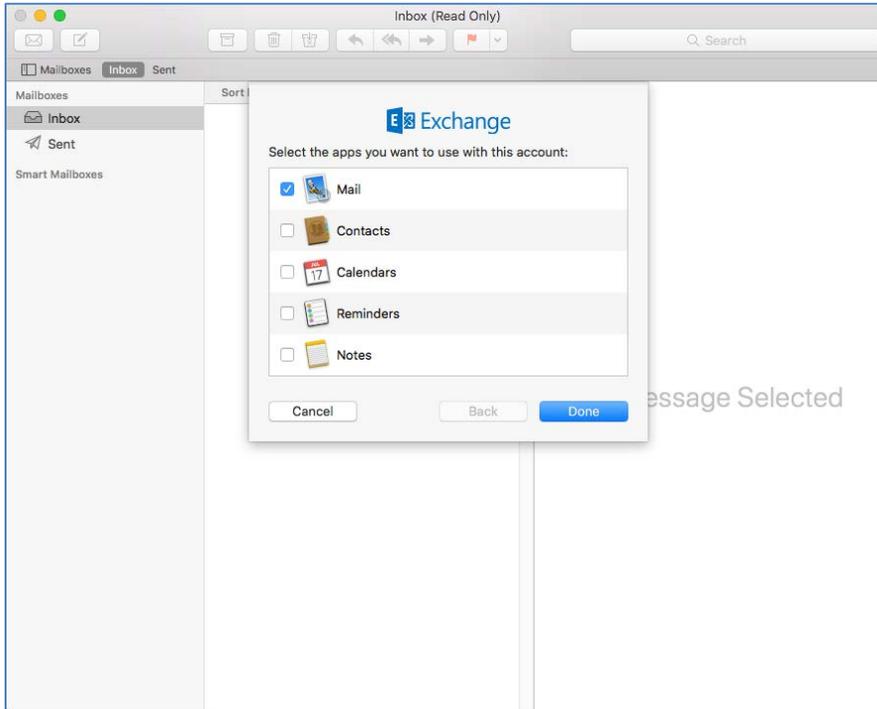
1. Launch **Mail**. Choose **Exchange** and click **Continue**. You must add an account before you can access the Preferences pane.



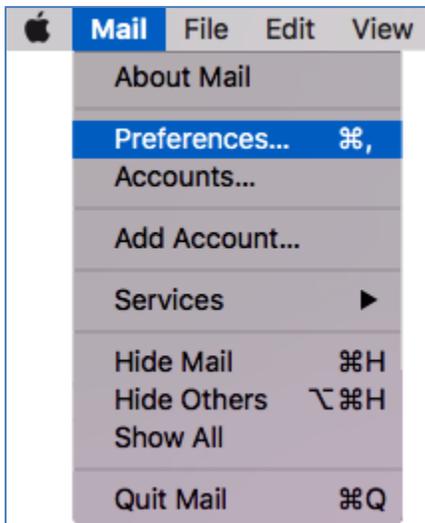
2. Input your **APSU** email address and password and click **Sign In**.



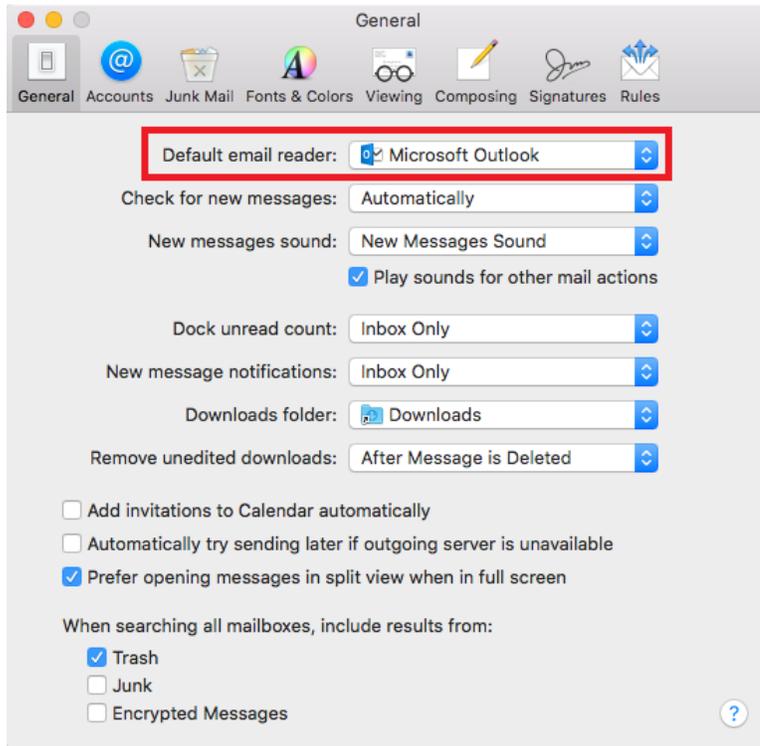
3. Uncheck the boxes beside **Contacts, Calendars, Reminders, and Notes** and click **Done**.



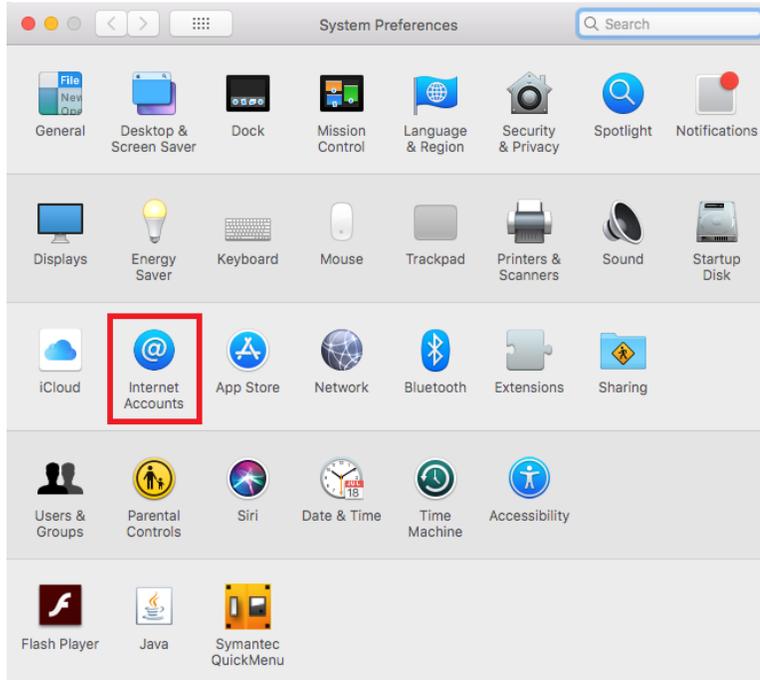
4. Go to **Mail** in the top bar and choose **Preferences**.



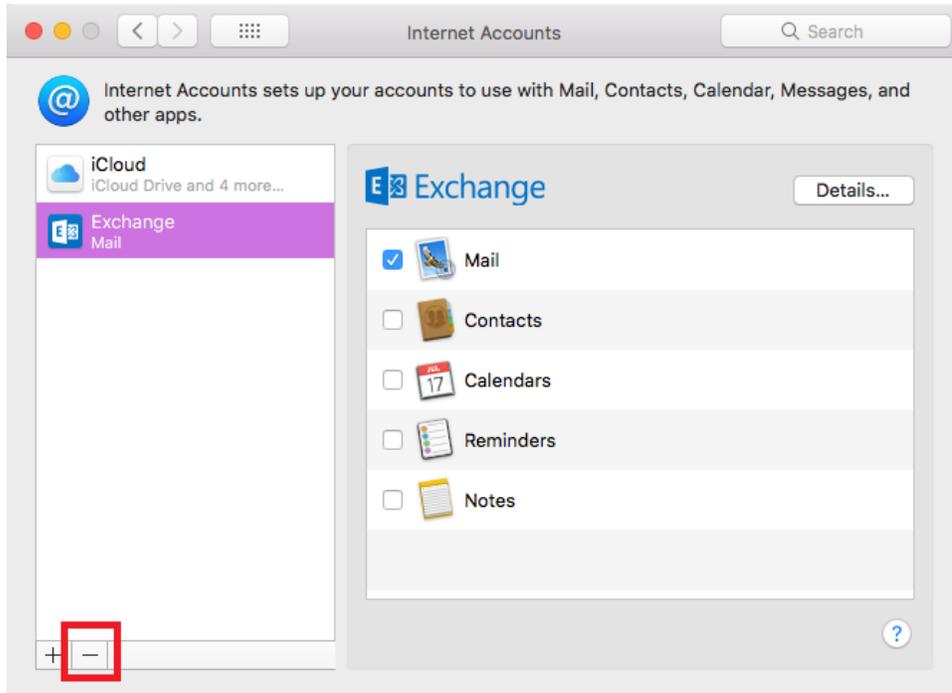
5. Click the **General** tab. Click the dropdown beside **Default email reader:** and choose **Microsoft Outlook**.



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



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



8. Click **OK**.

