Configuring Office 365 for Mail, iCal, and Address Book

OS X: 10.7, 10.8, and 10.9

1) Open System Preferences and click on ‘Mail, Contacts & Calendars’ or ‘Internet Accounts’.

2) Click ‘Exchange’ to add an account and type in your name, email address, and password. Students/Staff/Faculty enter your first.last@duke.edu address. For Daytime students graduating in May 2015 use your Fuqua Lifetime Email Alias first.last@fuqua.duke.edu.
3) Auto-discover will fail; this is normal. Click Continue.

4) Change the description to ‘Duke’, the username to your netid@duke.edu address, and type in ‘outlook.office365.com’ for the server address.
5) Leave a check mark in all the services you would like to use and click Done.