Set up your Washburn email in the MacOS Mail app

1. Open the **Mail** application.
2. In the top left corner of your screen, click **Mail.**
3. In the Mail menu, click **Add Account...**
4. For the mail account type select the second option, **Exchange**, and click **Continue.**
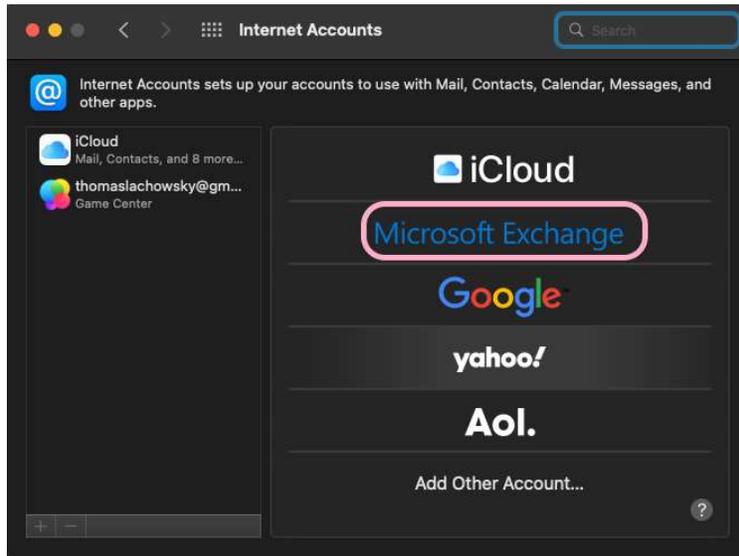
5. In the **Name** field, enter your **name** as you would like it to appear in your email messages. In the **Email Address** field, enter your full **Washburn email address.** Click **Sign In**.
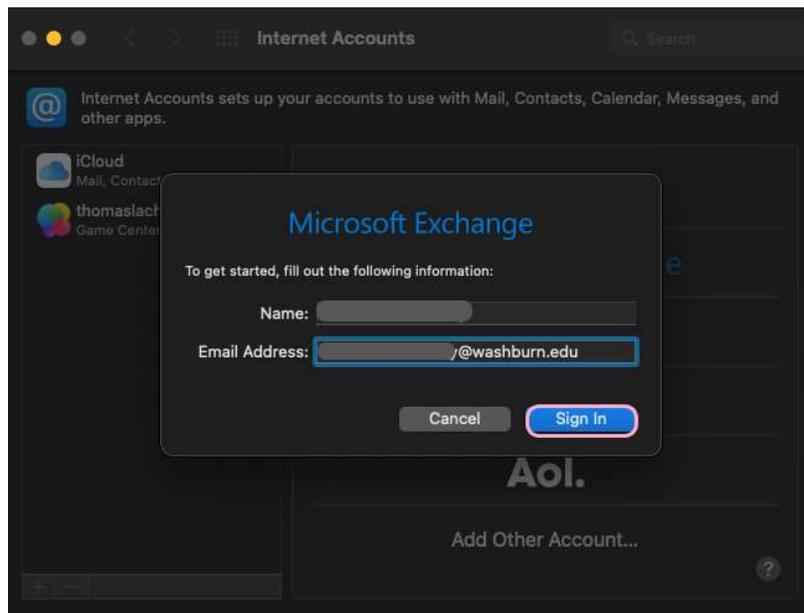
If you have any further questions, please contact **User Services** at 785-670-3000 or
support@washburn.edu.

6. Click **Sign In** again.
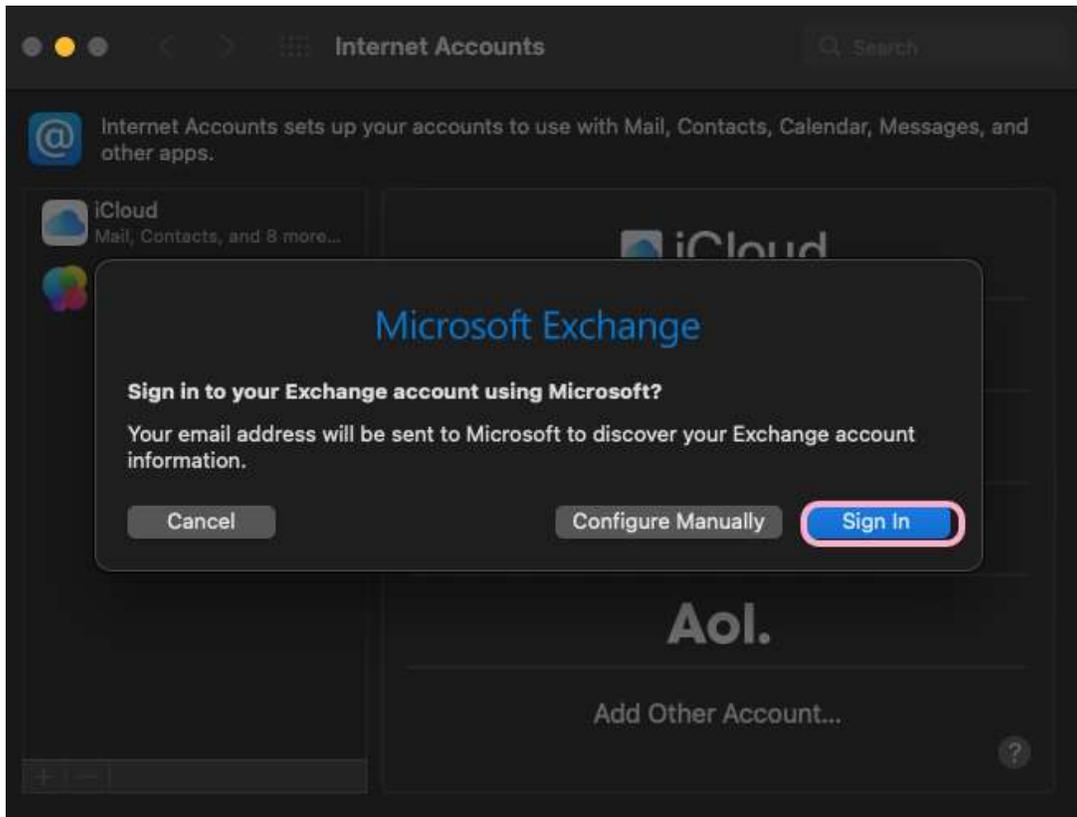
7. When prompted, login with your **Washburn credentials** via the Washburn login page.
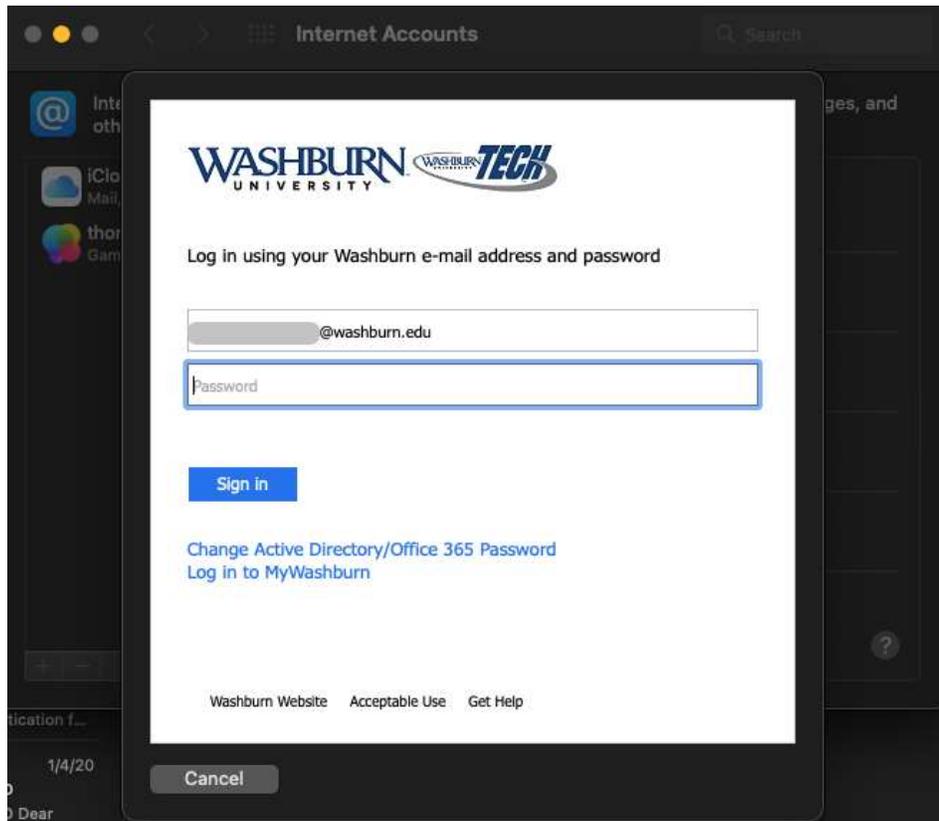
*Note: If required, this is where you may be prompted for multifactor authentication (MFA in the form of **Duo** for faculty/staff)*
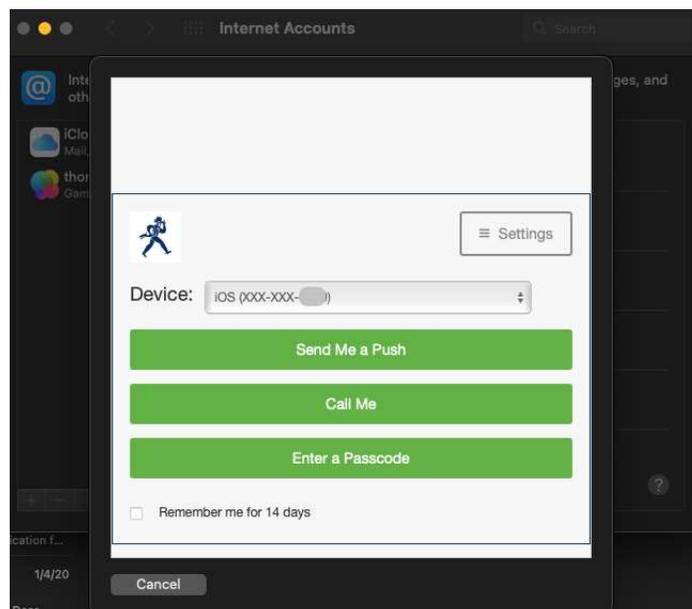
If you have any further questions, please contact **User Services** at 785-670-3000 or support@washburn.edu.

8. Another box will appear with options of what apps you would like to use with this account. Make sure **Mail** is checked and click **Done.**

9. You are now ready to read and send email from your Washburn email account.