Configure Apple Mail/Calendar for Office 365

1. Open System Preferences

2. Click Internet Accounts.

3. On the account type page, click Exchange type. Continue to the next step.

Important: If you are not presented with the above screen, you may need to click on the "+" sign located at the bottom left of the "Accounts" window. This action will start the account creation process.
4. On the following page, you will ask for your account credentials. Click **Continue**.

5. On the Account Summary page, click **Continue**.
6. Next, you will be presented with the applications to configure:

Click **Add Account** to finalize creating the account.