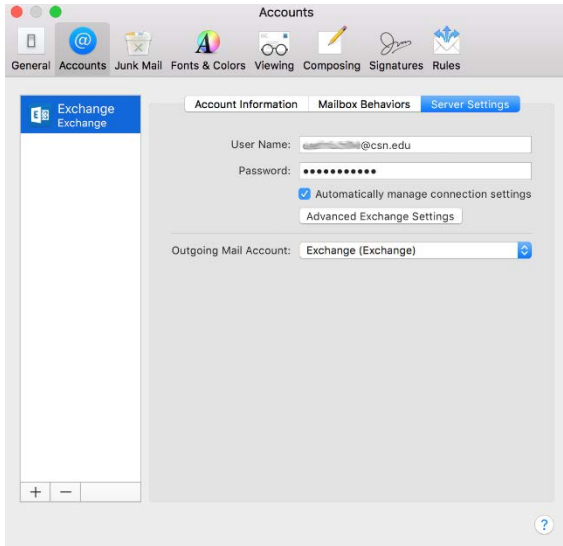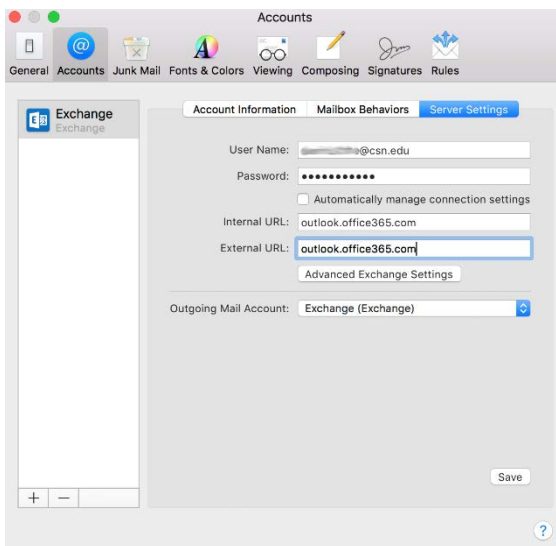# Changing the mail server on the Mac Mail App to point to Office 365

After an Exchange email box has been moved to Office 365, the server settings in the Mail App need to be changed to **outlook.office365.com**. This document shows how to change those settings. Note: The first set of screenshots are from MacOS v10.12.4 (Sierra). Older versions of the Mail App have a slightly different interface and are addressed in this documentation, as well.

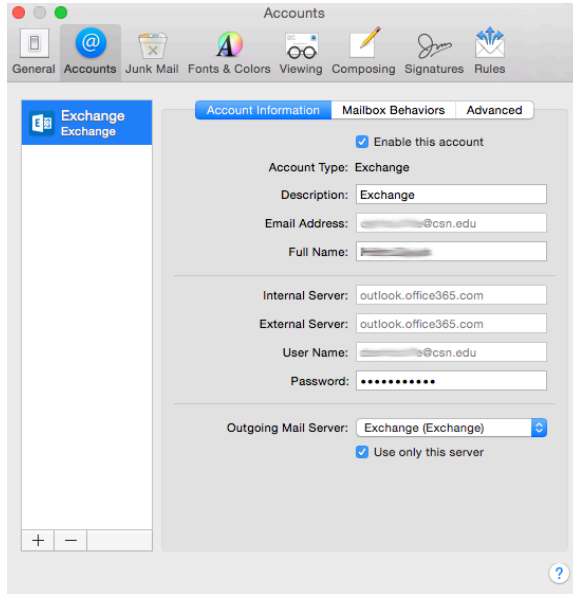1. Open the Mail App and click Mail>Preferences for the settings.

2. Select "Accounts" tab and click "Server Settings".
3. Uncheck "Automatically manage connection settings" and the Internal and External URL will appear.
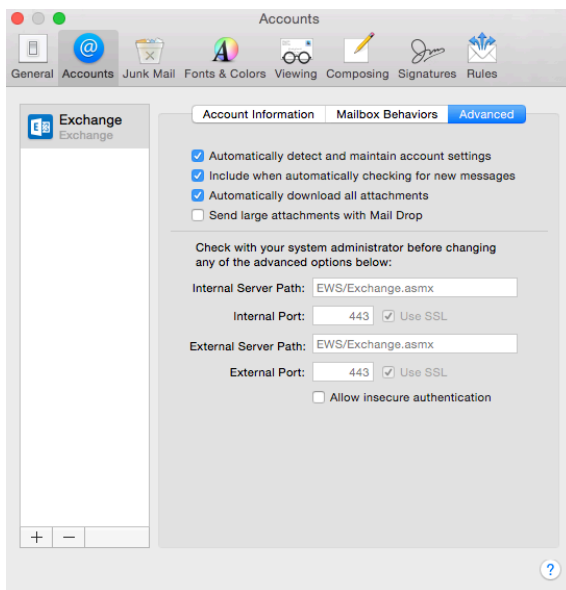

4. Put in **outlook.office365.com** for the Internal and External URL and click Save. This will update the Mail to point to the Office 365 servers.
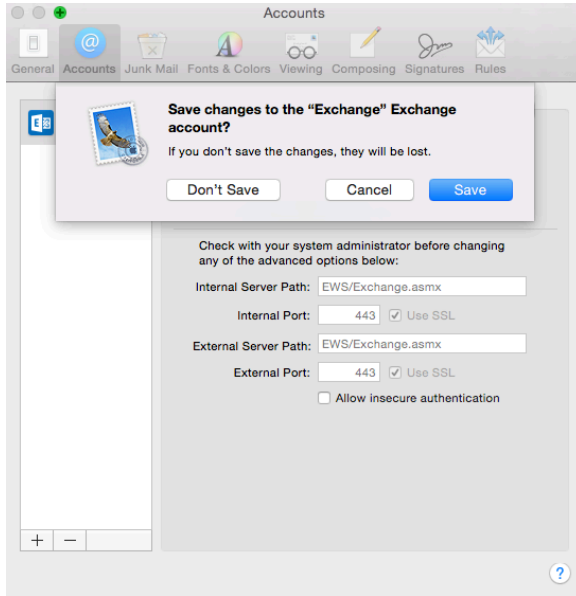
For older versions of the Mail App

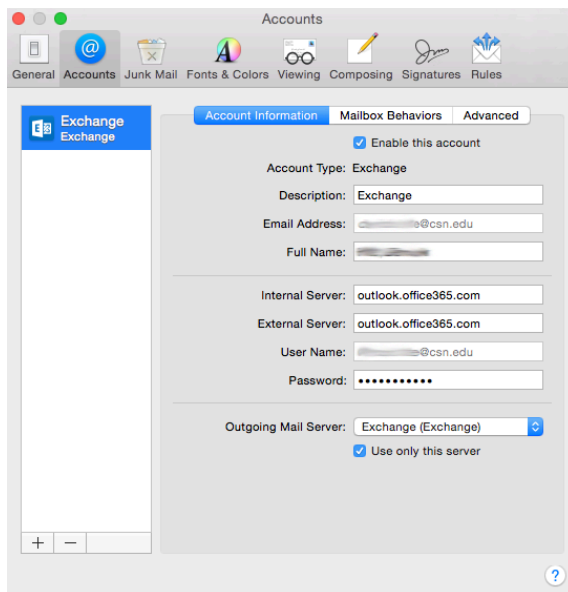1. Open the Mail App and click Mail>Preferences for the settings.

2. On the Accounts tab under Account Information, the Internal and External Server will be greyed out. Click "Advanced". Uncheck "Automatically detect and maintain account settings" and click the General tab up at the top. It will prompt you to save the changes. Click Save.

3. Click on the Accounts tab and under Account Information; the Internal and External Server fields are no longer greyed out. Type **outlook.office365.com** in the Internal and External Server fields.

4. Click on Advanced and recheck "Automatically detect and maintain account settings". Click on General and it will again prompt you to save changes. Click save and the servers are now pointed to Office 365.