

Deleting and Re-adding Email Account for Apple Mail

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1. Open Apple Mail and navigate to **Mail (Top left of the screen next to Apple Logo) → Accounts** and this will display your mail accounts.



2. Click **Okay** when it asks if you are sure you want to delete.
3. Now we are going to add a new account by clicking on **Exchange**. Here is an image:



4. Then it will ask for some configuration preferences just go through prompts until it asks for your password and then **Sign In**.
5. When you open up your mail your account should be added now.