How to Set up MTMail with an App Password for MacOS Mail on El Capitan (version 10.11 and above)

1. Ensure your account is enrolled in Multi-factor Authentication. See the MTSU Multi-factor Authentication Web site here for more information.

2. If you have not already, create an App Password for MacOS mail using the instructions here. If you already generated an App Password, have it ready for the next steps.

3. Open the Mail app (the Stamp icon in your dock or Applications folder) on your MacOS device. **If you are prompted with a screen asking you to choose a type of account, please proceed directly to step 5 below.**

4. Click on Mail, and then Add Account
5. Click on Exchange and then click on Continue

6. Enter your Name, MTMail email address and your App Password (see step 2 above)
7. Select the items you want Mail to synchronize from your account, and then click Done.

8. Your MacOS device is now configured to receive your MTMail.