

## Configuring your email client: Mac Mail

### Fresh Profile setup

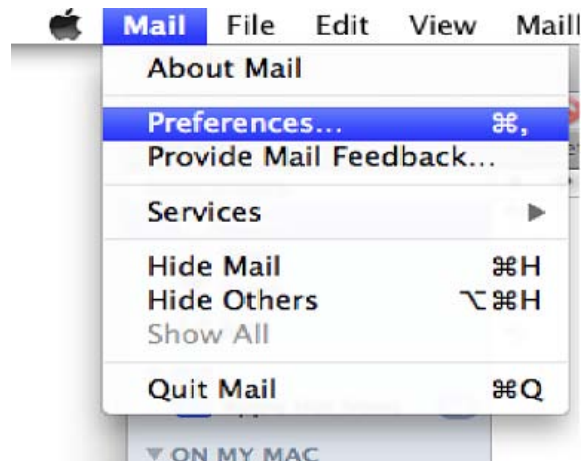
1. If you've never set up any e-mail accounts using Mail, the Welcome to Mail page appears.
2. On the Welcome to Mail window:
  - a) In the Full Name box, enter your name as desired
  - b) In the Email Address box, enter your Sydney Mail address
3. In the Password box, enter your UniKey password, and then click Continue.



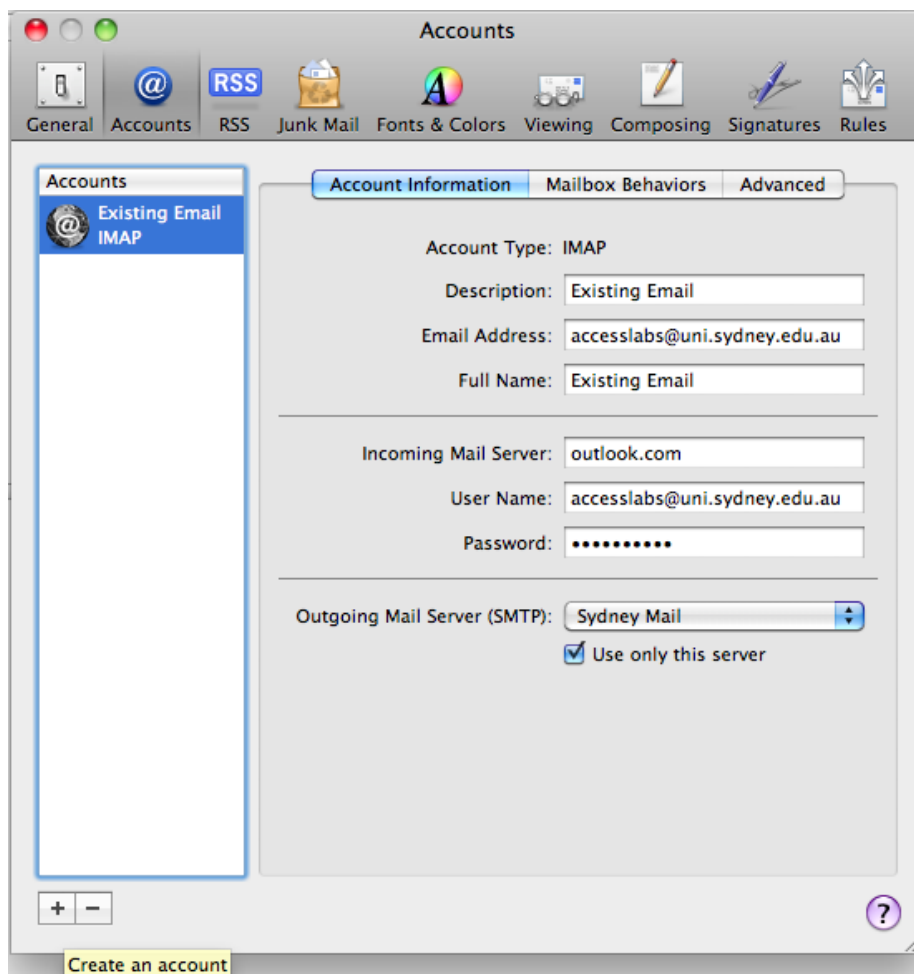
Go to step 4 below.

## Appending profile setup

1. If you've already created other e-mail accounts using Mail, on the Mail menu, click Preferences.



2. On the Accounts tab, click the plus sign (+) at the bottom of the navigation pane to open the Add Account window.



**3. On the Add Account window:**

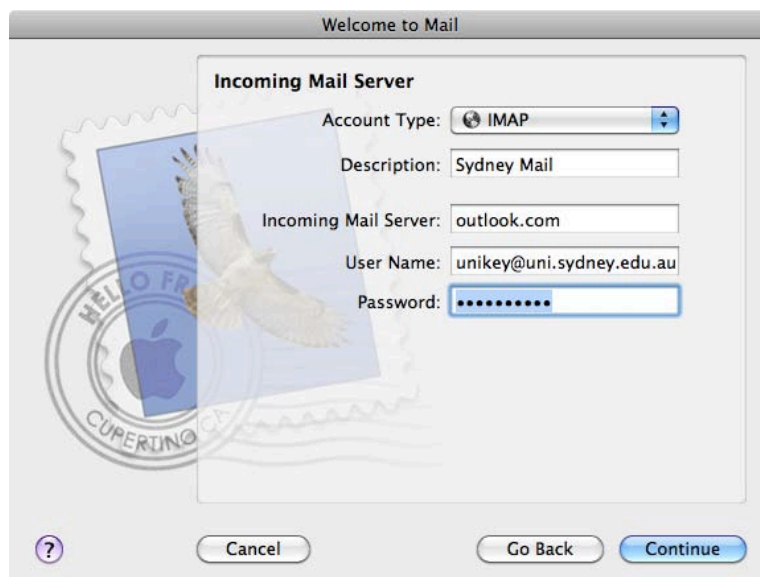
- a) In the Full Name box, enter your name as desired
- b) In the Email Address box, enter your Sydney Mail address



**IMAP Mail Settings**

**4. In the Incoming Mail Server window, enter the following:**

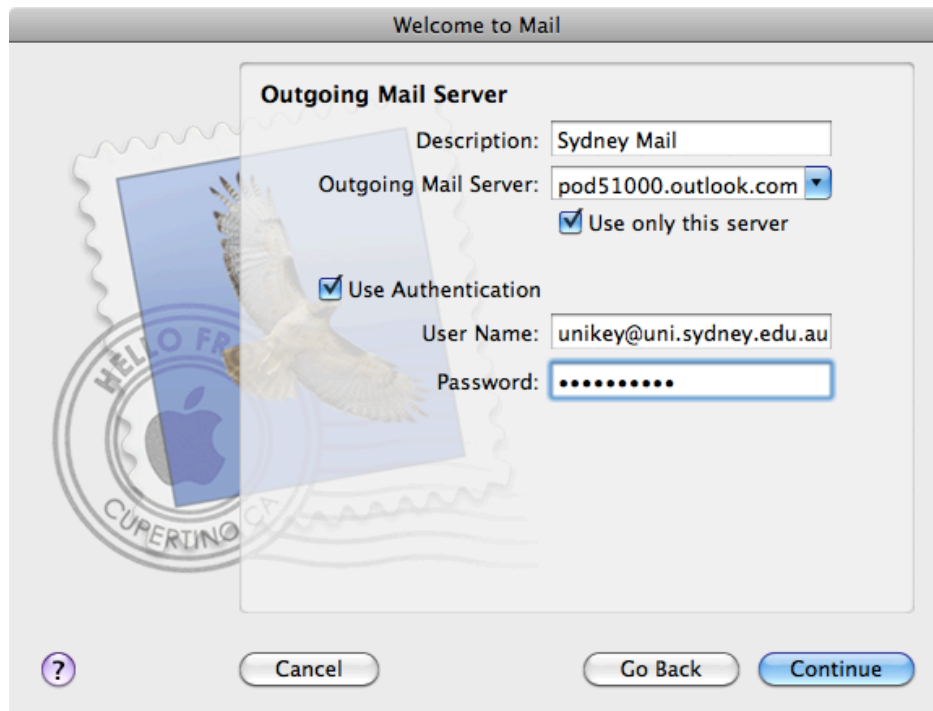
- a) Next to Account Type, select IMAP.
- b) In the Incoming Mail Server box, enter outlook.com
- c) In the User Name box, enter your Sydney Mail email address.
- d) In the Password box, enter your UniKey password.



5. Click Continue. Mail will test your connection to the incoming server using default settings.
6. If the test isn't successful, click Continue again. You can verify your settings after you complete this procedure.

### SMTP Settings

7. In the Outgoing Mail Server window, do the following:
  - a) In the Description box, enter your name as desired
8. Make sure the Use only this server check box is selected.
9. Select the Use Authentication check box. Your user name and the password you entered for the incoming server will appear in the User Name and Password text boxes. These values are the same for the outgoing server.



10. Click Continue. Mail will test your connection to the outgoing mail server using default settings.



11. If the account summary is successful, click on **Create** and you have your connection.

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