Instructions to add McMaster Mail to MacOS

Apple Mail

For the best results, please remove and re-add the accounts after migrating to cloud.

To remove an account:

When you remove an email account from Mail, the account’s messages are deleted and no longer available on your Mac. Copies of messages remain on the account’s mail server and are still available (from webmail, for example).

1. In the Mail app on your Mac, choose Mail > Preferences, then click Accounts.

2. Select an account, then click the Remove button.

*Note:* If the account is used by other apps on your Mac, you’re asked to remove the account in Internet Accounts System Preferences. Click the button to open Internet Accounts, then deselect the Mail checkbox for the account. To stop using the account in all apps, make sure the account is selected, then click the Remove button.

To add your new McMaster Mail account:

1. Click on Mail > Add Account. Select “Exchange”

2. Enter your name and email address (macid@mcmaster.ca), and select Sign In
3. In the next screen, you’ll be prompted to enter your McMaster University password. Enter it and press “sign in”.