



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.

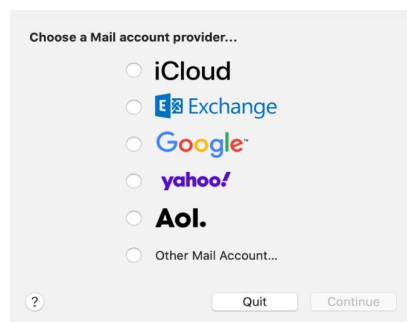
2. Select an account, then click the Remove button .

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

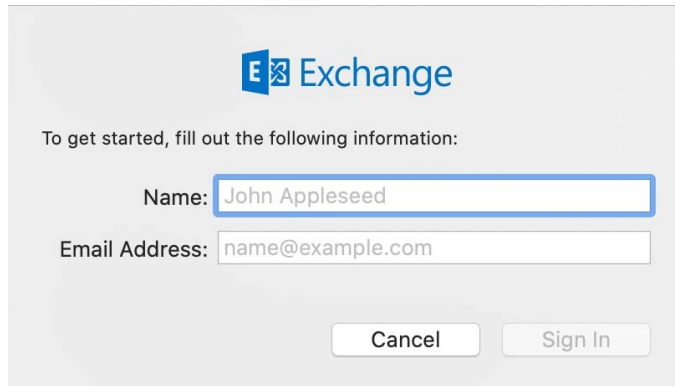
all apps, make sure the account is selected, then click the Remove button .

To add your new McMaster Mail account:

1. Click on Mail > Add Account. Select "Exchange"

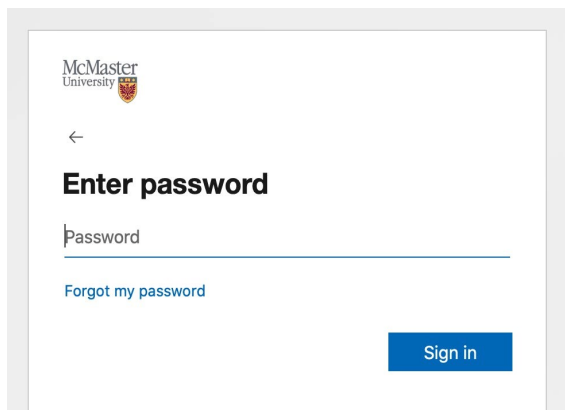


2. Enter your name and email address (macid@mcmaster.ca), and select Sign In



The image shows a sign-in screen for Microsoft Exchange. At the top, there is the Exchange logo, which consists of a blue square with a white 'E' and a white envelope icon, followed by the word 'Exchange' in blue. Below the logo, the text 'To get started, fill out the following information:' is displayed. There are two input fields: the first is labeled 'Name:' and contains the text 'John Appleseed'; the second is labeled 'Email Address:' and contains the text 'name@example.com'. At the bottom of the form, there are two buttons: 'Cancel' and 'Sign In'.

3. In the next screen, you'll be prompted to enter your McMaster University password. Enter it and press "sign in".



The image shows a password entry screen for McMaster University. At the top left, there is the McMaster University logo, which includes the text 'McMaster University' and a crest. Below the logo, there is a back arrow icon. The main heading is 'Enter password' in bold black text. Below this, there is a password input field with the placeholder text 'Password'. Underneath the input field, there is a link that says 'Forgot my password'. At the bottom right of the screen, there is a blue button with the text 'Sign in'.