

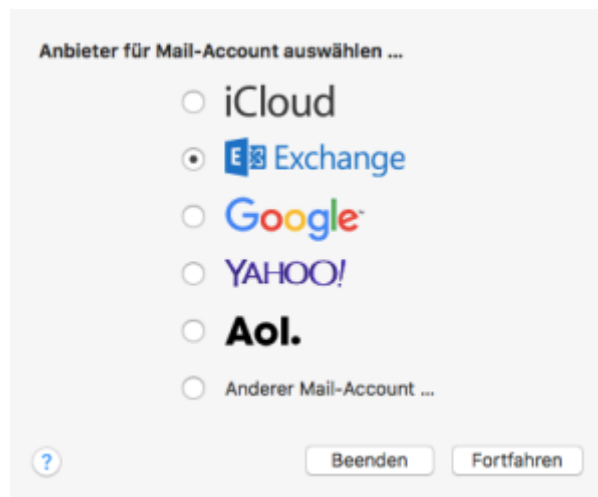
# Apple Mail (macOS)

## Requirements

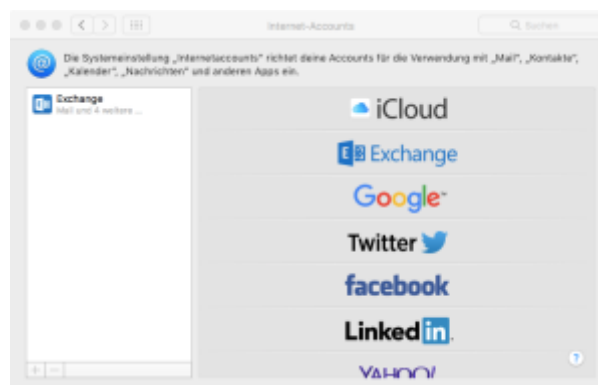
- **Operation System:** Apple macOS 10.10 Yosemite or newer
- You own an e-mail account in the **Exchange System of the Jade University**

## Setting Up an E-Mail Account

If the programme **Mail** is being started on the device for the first time ever, a set-up assistant automatically appears on screen.

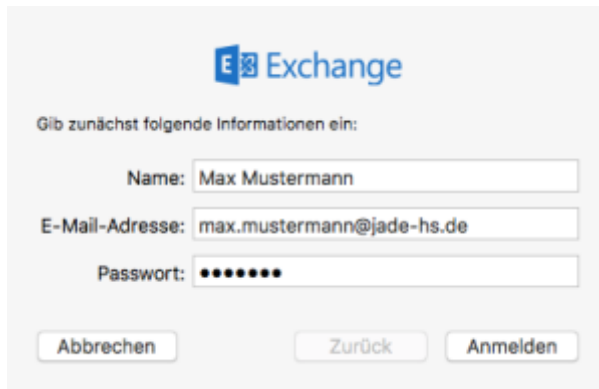


Provided, you have already set up an e-mail account in the programme **Mail**, you can add another account by clicking on the menu **Mail** and then **Accounts**.



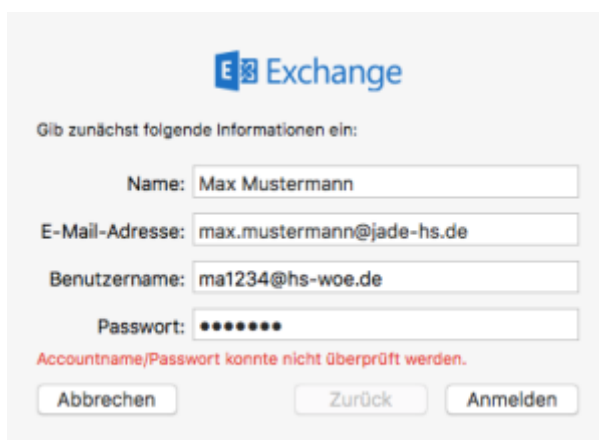
In both cases, select the account type **Exchange** and, if necessary, click on **Fortfahren** (ENG: „Continue“).

A configuration window, in which you have to enter the needed information, will appear.



The screenshot shows the Exchange login page. At the top is the Exchange logo. Below it, the text "Gib zunächst folgende Informationen ein:" is displayed. There are three input fields: "Name:" with the value "Max Mustermann", "E-Mail-Adresse:" with the value "max.mustermann@jade-hs.de", and "Passwort:" with masked characters "••••••". At the bottom, there are three buttons: "Abbrechen", "Zurück", and "Anmelden".

Type in the **name**, **e-mail-address** (usually first name.last name@jade-hs.de or first name.last name@student.jade-hs.de) and **password** of your Exchange-Online account. Finish the process by clicking the button **Anmelden** (ENG: „Login“).



The screenshot shows the Exchange login page with an error message. The fields for "Name:", "E-Mail-Adresse:", "Benutzername:", and "Passwort:" are present. The "Benutzername:" field contains "ma1234@hs-woe.de". Below the password field, a red error message reads "Accountname/Passwort konnte nicht überprüft werden." The buttons "Abbrechen", "Zurück", and "Anmelden" are at the bottom.

After an first check, the assistant may also want to know the user name. In this case, complete by typing in the **username** (PC-login) in the form **loginname@hs-woe.de** (e.g. ma1234@hs-woe.de).



The screenshot shows the Exchange app selection screen. The text "Wähle die Apps aus, die du mit diesem Account verwenden möchtest:" is at the top. Below it is a list of five apps, each with a checked checkbox: "Mail", "Kontakte", "Kalender", "Erinnerungen", and "Notizen". At the bottom, there are three buttons: "Abbrechen", "Zurück", and "Fertig".

If all the data has been entered correctly, the assistant will then ask for the **apps** to be used (mail, contacts, calendar, reminders, notes)

Here you should let all check marks stay activated and close the settings by clicking **Fertig** (ENG: „Done“), so that all information of the Exchange online account can be synchronised with the Apple

OSX apps.

After closing the assistant, macOS Mail will be started and a connection to your Exchange-Online account will be established. The Exchange-Online data will be synchronised with the selected apps.

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