

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.



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“).



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).



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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