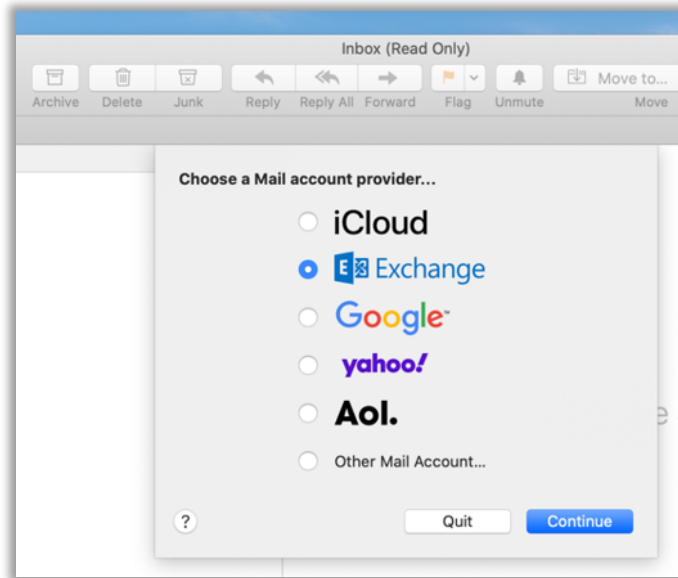


## Rotman Alumni Email Account Setup – Mac Mail

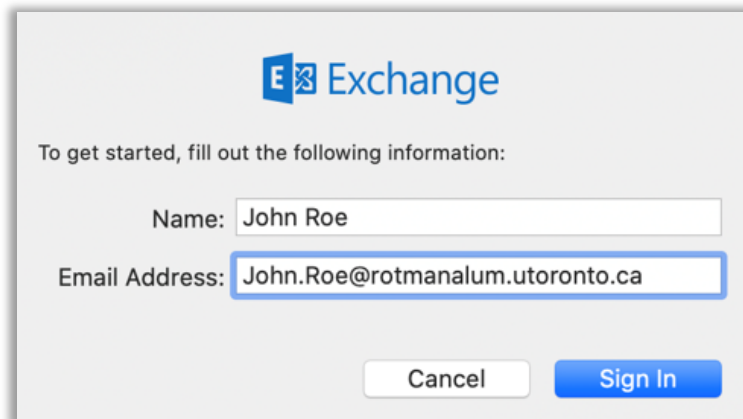
This guide provides instructions for adding your Rotman Alumni email account to Mac Mail (desktop mail client). Steps are provided for Mac Mail running for the first time and if Mac Mail is already in use.

### Here is how to setup your Rotman Alumni Email account in Mac Mail (First time running)

- Open **Mac Mail**.
- Select **Exchange** and click **Continue**.

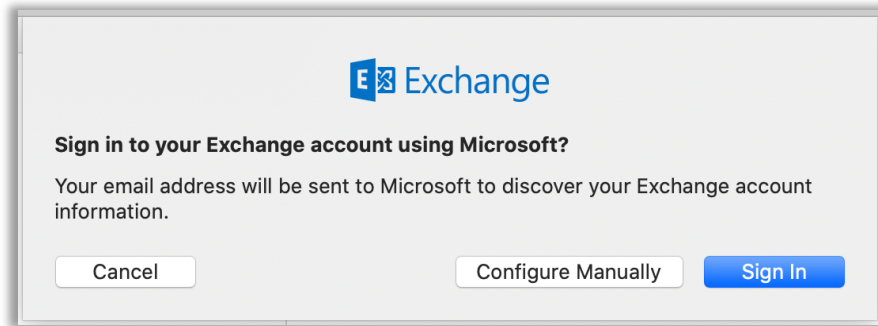


- Enter your **Name** and **Rotman Alumni email address** and click **sign In**.

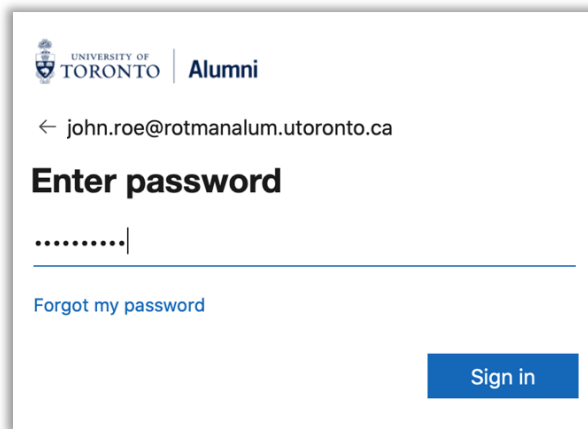
A screenshot of the Exchange sign-in dialog. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are two input fields: "Name:" with the value "John Roe" and "Email Address:" with the value "John.Roe@rotmanalum.utoronto.ca". At the bottom are buttons for "Cancel" and "Sign In".

- You may be prompted to have Microsoft discover the Exchange account. Select **Sign In**.

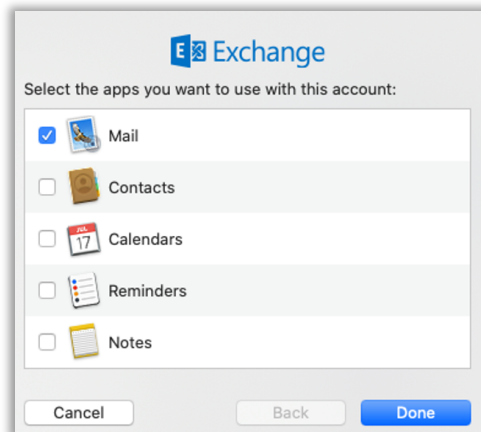
## Rotman Alumni Email Account Setup – Mac Mail



- Enter your password and select **Sign In**.



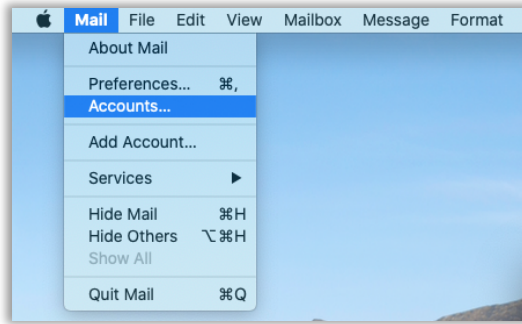
- After authentication you'll be able to select apps you want to use for the account. Recommendation is to only choose **Mail Only** and click **Done**.



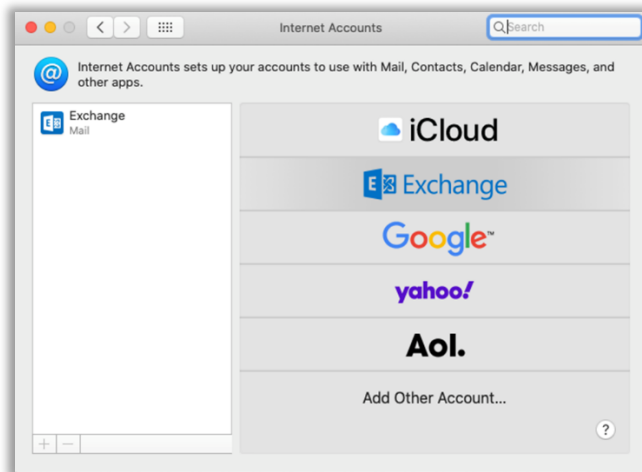
### Here is how to setup your Rotman Alumni Email account in Mac Mail (Mac Mail already in use)

- Open Mac Mail.
- Click **Mail** from the top menu and click **Accounts**.

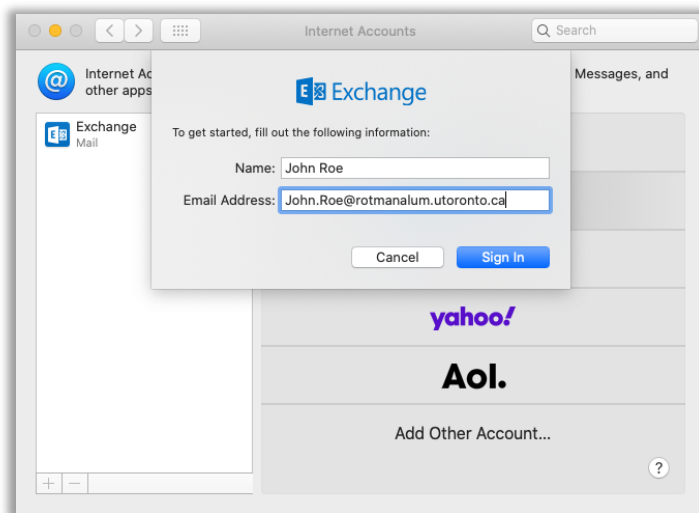
## Rotman Alumni Email Account Setup – Mac Mail



- Click **Exchange**.

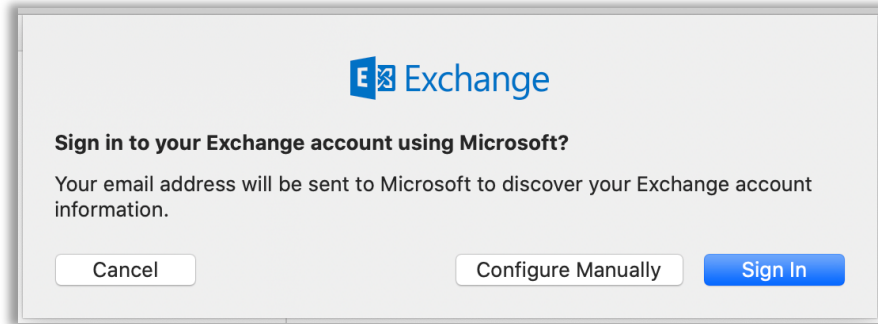


- Enter your **Name** and **Rotman Alumni email address** and click **sign In**.

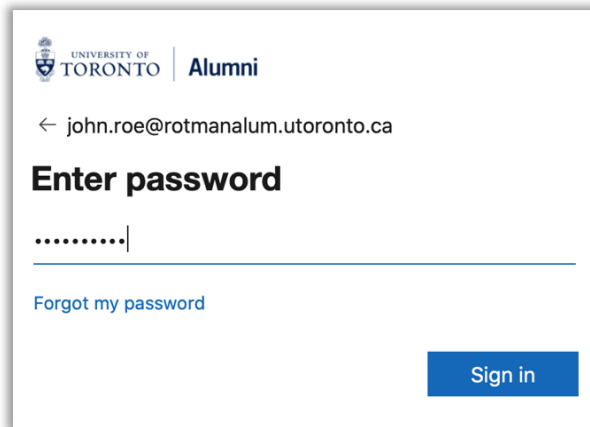


- You may be prompted to have Microsoft discover the Exchange account. Select **Sign In**.

## Rotman Alumni Email Account Setup – Mac Mail



- Enter your password and select **Sign In**.



- After authentication you'll be able to select apps you want to use for the account. Recommendation is to only choose **Mail Only** and click **Done**.

