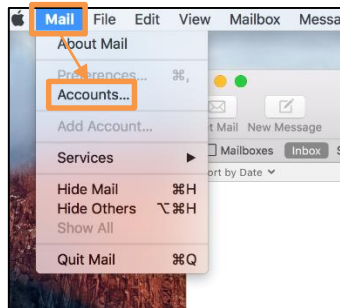


>>> Self-help Guide <<<

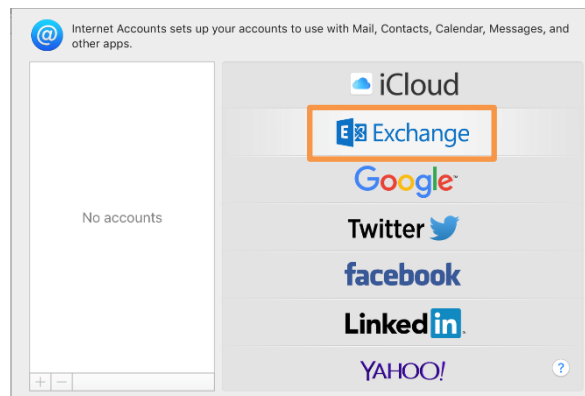
Setup SMU Email on Apple Mail

Reference software: Apple Mail

1. Open Mail and navigate to *Menu Bar > Mail > Accounts*.

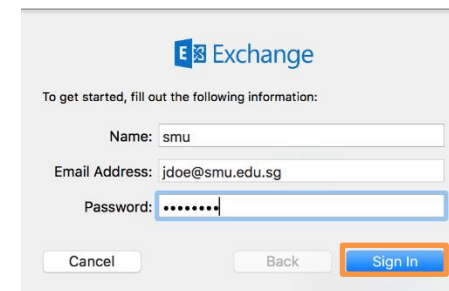


2. In the Accounts box, select **Exchange**.

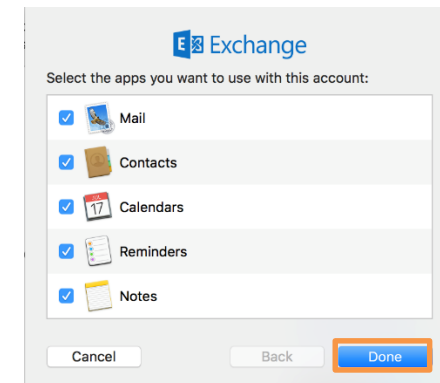


3. In the new windows, fill in the following fields, then click **Sign In**.

- **Name:** full name
- **User name:** enter your SMU email address
- **Password:** enter your mailbox password



4. Features such as contacts and calendars can be used, select the options you want to use, and then click **Done**.



5. The account is now setup and you can use it to send and receive email.