Setup SMU Email on Apple Mail (Mac)

>>> 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.