>>> Self-help Guide <<<
How to set up SMU mail with Apple Mail
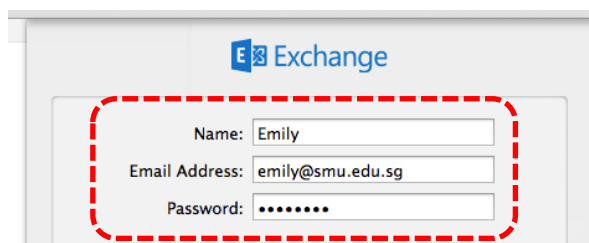**(Mac OS X 10.9.3)**

1. Launch the **Mail** Application**,** go to **Mail** menu > **Preferences..**
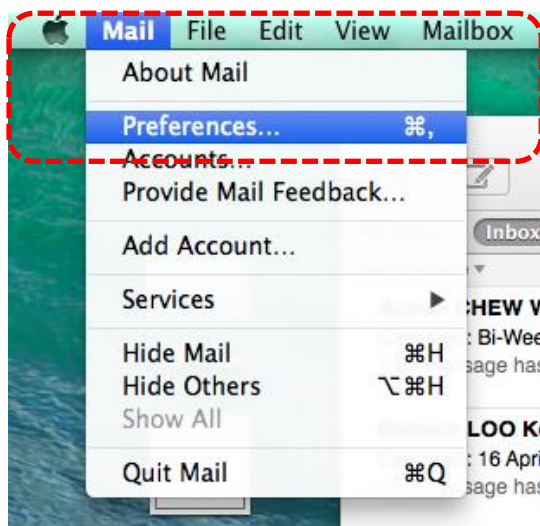
2. Go to **Accounts** tap, click on + button, select Exchange and click Continue.
(You can click on - button to remove other mail box)
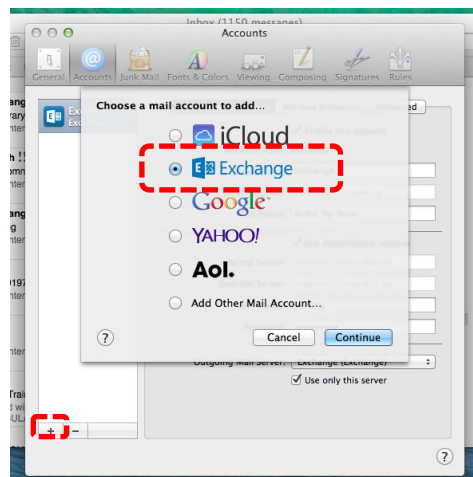
3. Fill up your name, SMU email address and SMU login password, then click **Continue**

4. Once authentication successful, it will bring you to Account Summary page. Kindly verify your account information and then click **Continue**.
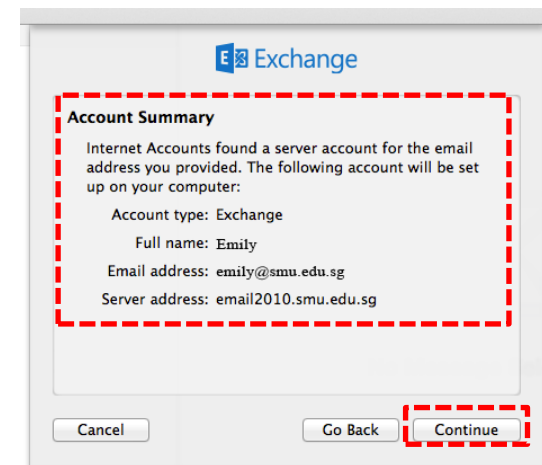
5. If you would like to sync Apple Mail with SMU Contacts, Calendar and so on, kindly select and click **Done**.