

Setup Mail.App

University of Idaho

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New Setup

Note: This process does not require you remove the old account. If you do remove the old account, and you were using POP3, you may lose some or all of your data since it is only stored locally. If you want to remove the account please contact the Help Desk for assistance in backing up your data first.

1. When you first open Mail.app it will prompt you to add an email account
 - A. You should setup the account using your full email address and password



Add Account

You'll be guided through the steps to set up an additional account.

To get started, provide the following information:

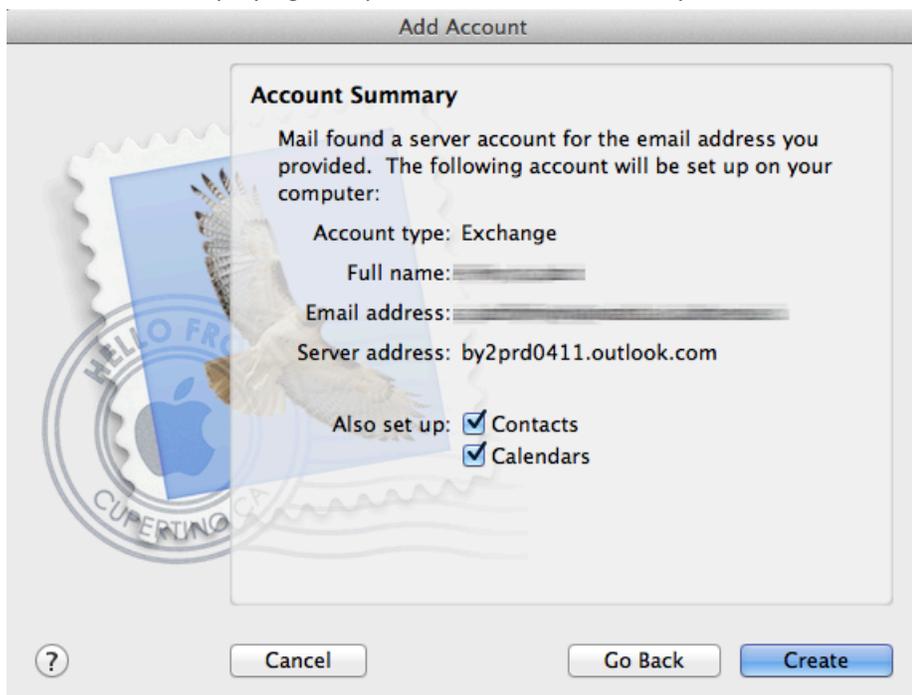
Full Name: Vandal, Joe

Email Address: jvandal@uidaho.edu

Password: [masked]

? Cancel Go Back Continue

2. It will go through auto-discovery which will find all of the server settings automatically, check the information to make sure it is accurate
 - A. Note: the "Server address" may differ than what is displayed here, that is expected as it is displaying the specific server which hosts your account



Account Summary

Mail found a server account for the email address you provided. The following account will be set up on your computer:

Account type: Exchange

Full name: [redacted]

Email address: [redacted]

Server address: by2prd0411.outlook.com

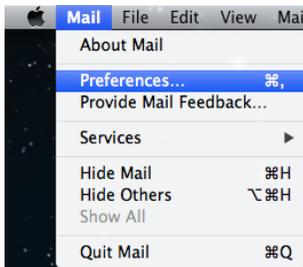
Also set up: Contacts
 Calendars

? Cancel Go Back Create

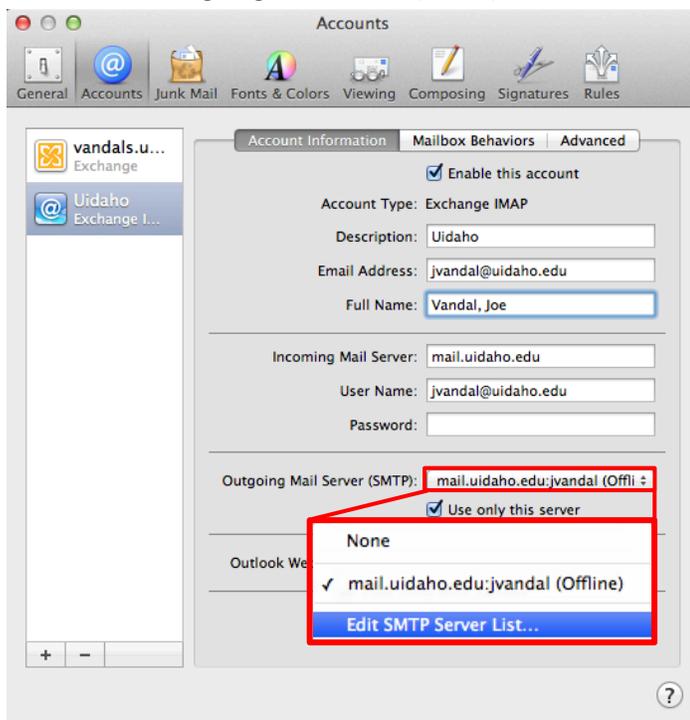
Re-Setup

Note: In order to fully utilize the new Exchange features you need to remove and re-setup the account using the instructions above.

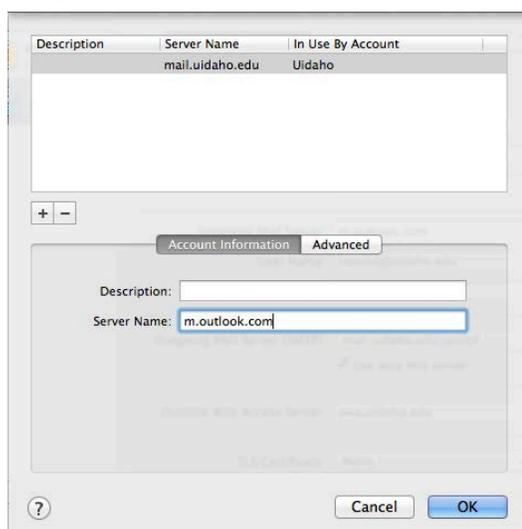
1. When you first open Mail.App after the upgrade it will prompt for your password
 - a. Your password will not work simply click Cancel
2. Go the “Preferences...” under the Mail menu



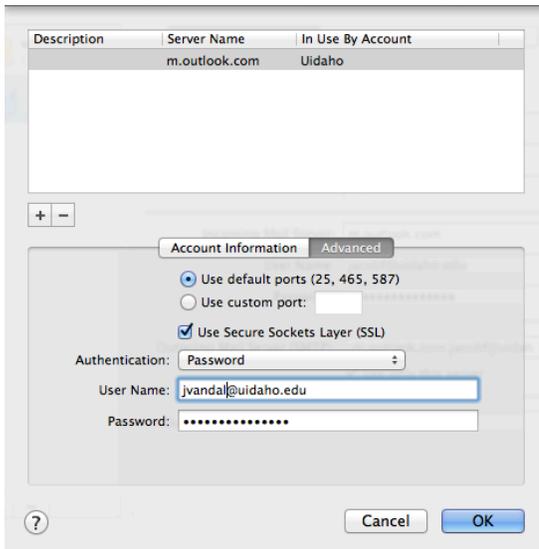
3. Under the Accounts tab select your Exchange account on the left
4. Click on the “Outgoing Mail Server (SMTP):” and select “Edit SMTP Server List...”



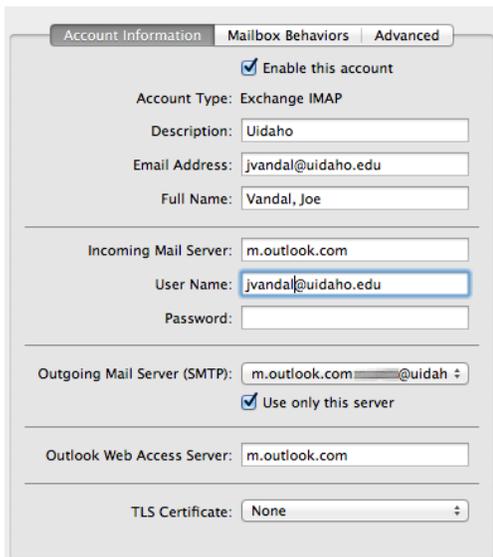
5. Change the “Server Name:” to “m.outlook.com”



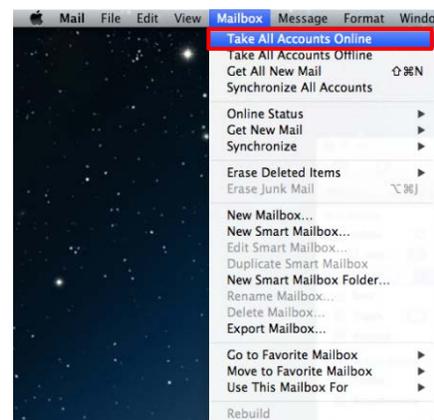
6. Under the “Advanced” tab make sure:
 - a. “Use default ports” is selected
 - b. “Use Secure Sockets Layer (SSL)” is selected
 - c. “Authentication:” is “Password”
 - d. “User Name” is your full email address ex: “jvandal@uidaho.edu”
 - e. Re-Enter your NetID password, to verify it is correct



7. Click “OK” and then update the account settings on the “Account Information” tab as follows:
 - a. Incoming Mail Server: m.outlook.com
 - b. User Name: full email address (ex: jvandal@uidaho.edu)
 - c. Password: your NetID password
 - d. Outgoing Mail Server (SMTP): Should say something similar to “m.outlook.com:jvandal@uidaho.edu”
 - e. Outlook Web Access Server: m.outlook.com

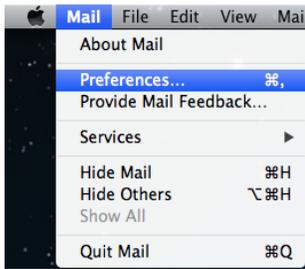


8. Close this, and click Save. Then Under the Mailbox menu “Take All Accounts Online”
 - a. Note: This may ask you for your password



Remove Old Profile

1. When you first open Mail.App after the upgrade it will prompt for your password
 - a. Your password will not work simply click Cancel
2. Go the "Preferences..." under the Mail menu



3. Under the Accounts tab select your Exchange account on the left and click the - button at the bottom of the screen.

