Apple Mail on MacOS Devices

The following is a short manual on how to add and configure your university mail account in Apple Mail on MacOS devices.

Add an Account

To add your university mail account to Apple Mail, open the client.

If you have not yet added an account to Apple Mail, the client will prompt you to do so when opening it.

Otherwise, select the Option „**Mail**" from your task bar and then klick on „**Add Account**".
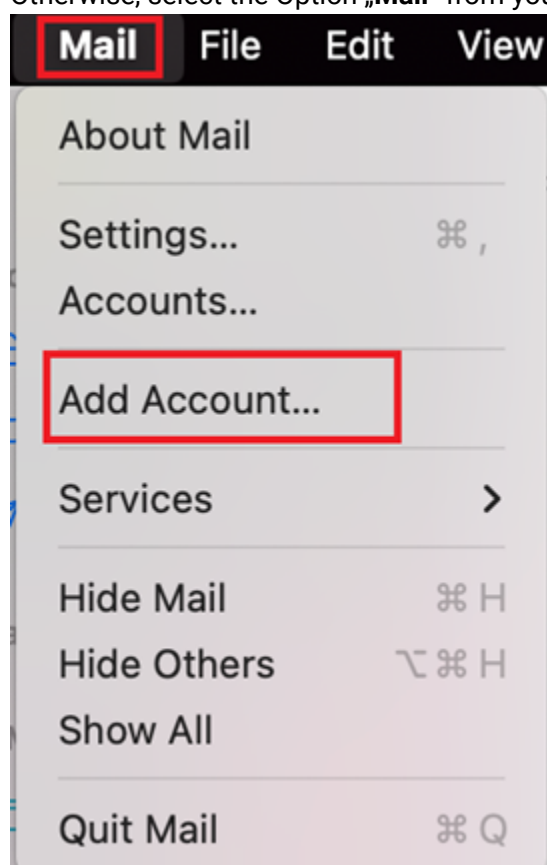
Setup

In the next step, provide your **university e-mail address** and confirm with „**Sign in**".

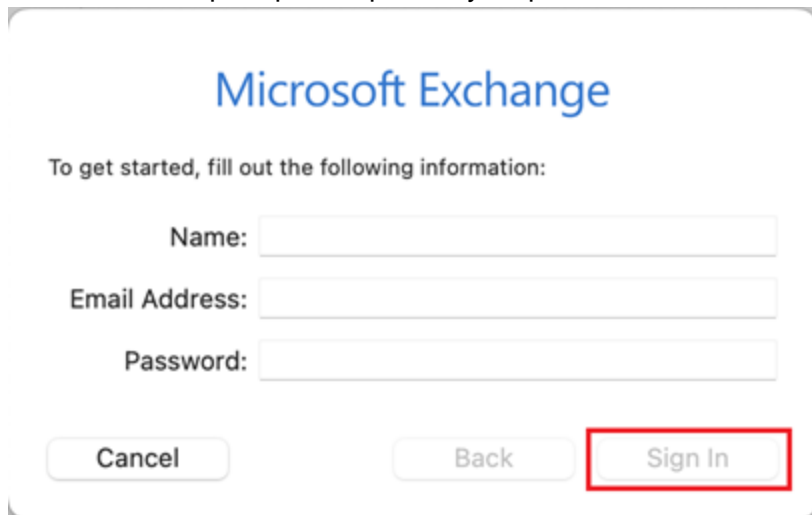You will now be asked if you want to configure your account manually. Do so by choosing „**Configure Manually**".
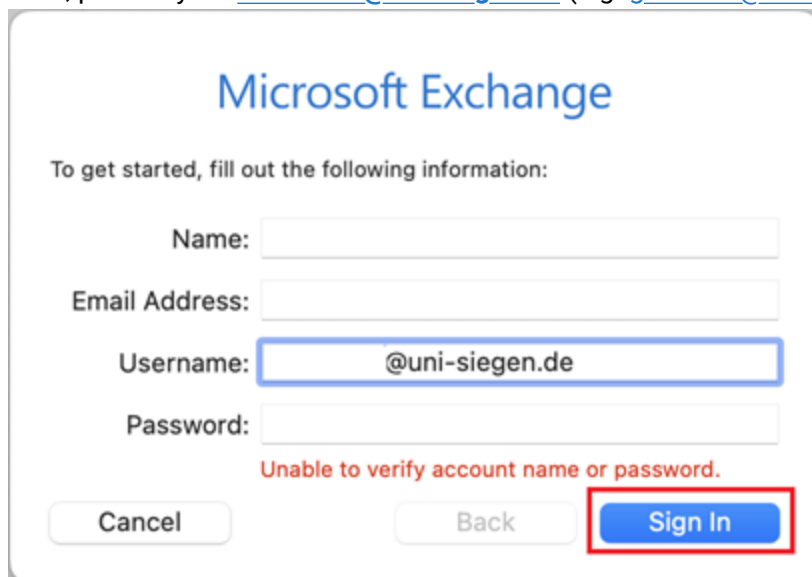
You will then be prompted to provide your password. Do so and confirm with „**Sign in**".

Next, provide your **username@uni-siegen.de** (e.g. g123456@uni-siegen.de). Confirm with „**Sign in**" again.

Lastly, you can choose which folders will be synchronized. Confirm with „**Done**" to end the process.

Microsoft Exchange

Select the apps you want to use with this account:

- ☐ ✉️ Mail
- ☐ 👤 Contacts
- ☐ 📅 Calendars
- ☐ 📋 Reminders
- ☐ 📒 Notes

Cancel   Back   **Done**