
Apple Mail on MacOS Devices

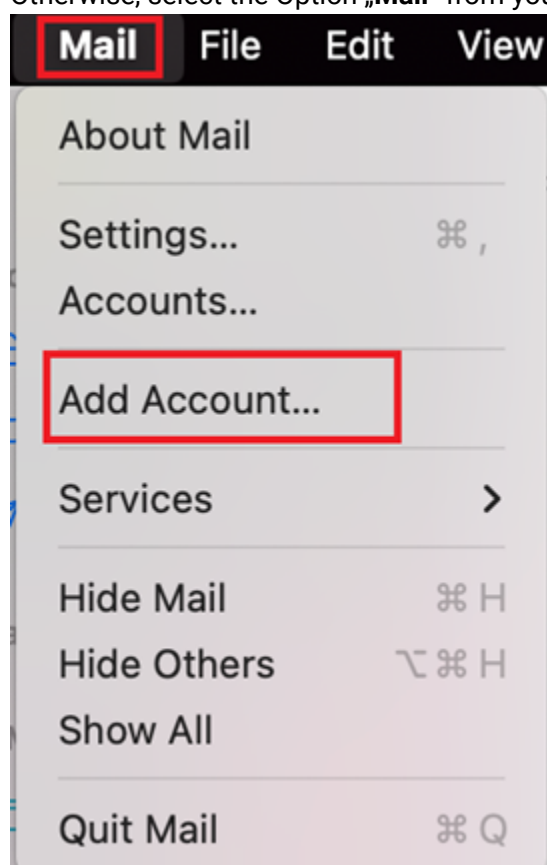
The following is a short manual on how to add and configure your university mail account in Apple Mail on MacOS devices.

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 click on „Add Account“.



Choose a Mail account provider...

- iCloud
- Microsoft Exchange
- Google™
- yahoo!
- Aol.
- Other Mail Account...

? Quit Continue

Setup

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

Microsoft Exchange

To get started, fill out the following information:

Name:

Email Address:

Cancel Sign In

You will now be asked if you want to configure your account manually. Do so by choosing „**Configure Manually**“.

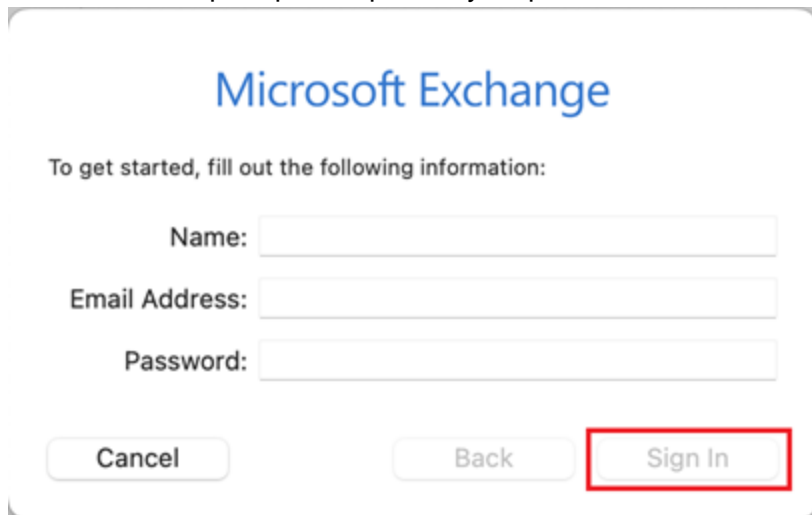
Microsoft Exchange

Sign in to your Exchange account using Microsoft?

Your email address will be sent to Microsoft to discover your Exchange account information.

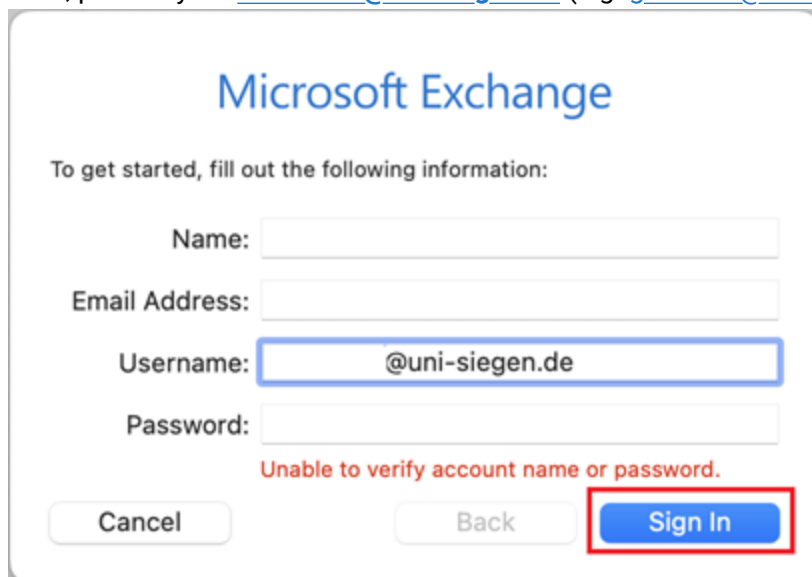
Cancel Sign In

You will then be prompted to provide your password. Do so and confirm with „**Sign in**“.



The image shows a Microsoft Exchange sign-in form. At the top, it says "Microsoft Exchange" in blue. Below that, it says "To get started, fill out the following information:". There are three input fields: "Name:", "Email Address:", and "Password:". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In". The "Sign In" button is highlighted with a red border.

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








The image shows a Microsoft Exchange sign-in form. At the top, it says "Microsoft Exchange" in blue. Below that, it says "To get started, fill out the following information:". There are four input fields: "Name:", "Email Address:", "Username:", and "Password:". The "Username:" field contains "@uni-siegen.de" and is highlighted with a blue border. Below the "Username:" field, there is a red error message: "Unable to verify account name or password.". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In". The "Sign In" button is highlighted with a red border.

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