

MAC OSx is not supported by ICTS.

Therefore, please consider this manual a courtesy.

This manual details how you, as an employee or student of Maastricht University, can configure Apple Mail for sending and receiving emails using your UM account.

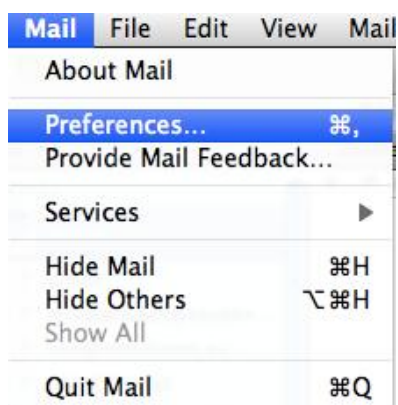
What do you need?

- A MAC that is connected to MAASnet,
 - either from within a Maastricht University building through wireless or cable
 - or via the ICTS VPN connection (for the installation of VPN see the manual on the website).
- Apple Mail, which you can find pre-installed on your system.
- An employee or student account of Maastricht University.

This manual assumes you are making use of Apple Mail 4.3 or higher and that Apple Mail has not yet been configured (correctly).

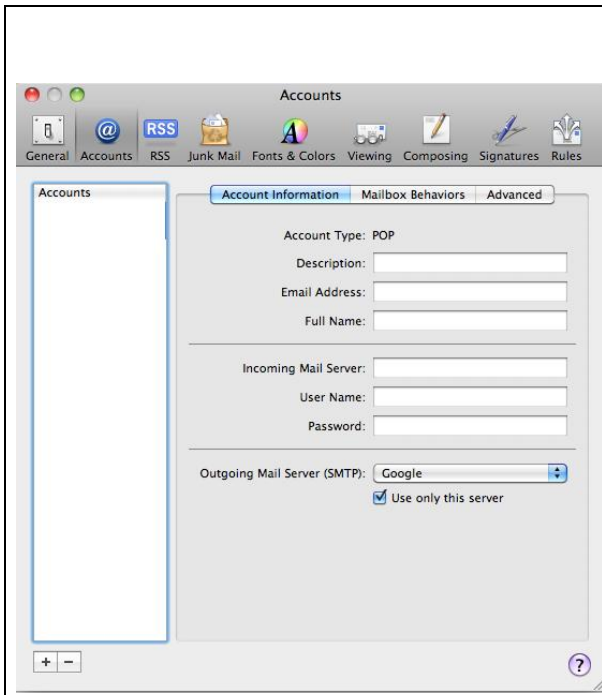
Step 1:

Click on the Apple Mail logo in your dock or go to Applications through the menu *Go -> Applications -> Mail*.



Step 2:

Go to the menu *Mail* and select the option *Preferences...*



Step 3:

Go the "Accounts" section.

Click on the + button at the bottom left of the new window.



Step 4:

Enter the required information for your Maastricht University account.

Click on *Continue* to proceed.



Step 5:

Select *Exchange 2007* from the drop down menu as *Account Type*.

Change the *Incoming Mail Server* to: *webmail.maastrichtuniversity.nl*

Fill in your *User Name* (this is for employees the name in front of the @-sign in the e-mailaddress and for students their i-number).

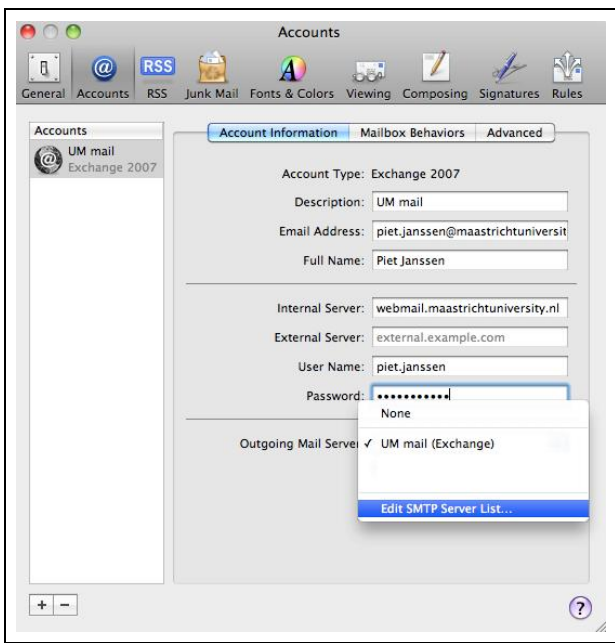
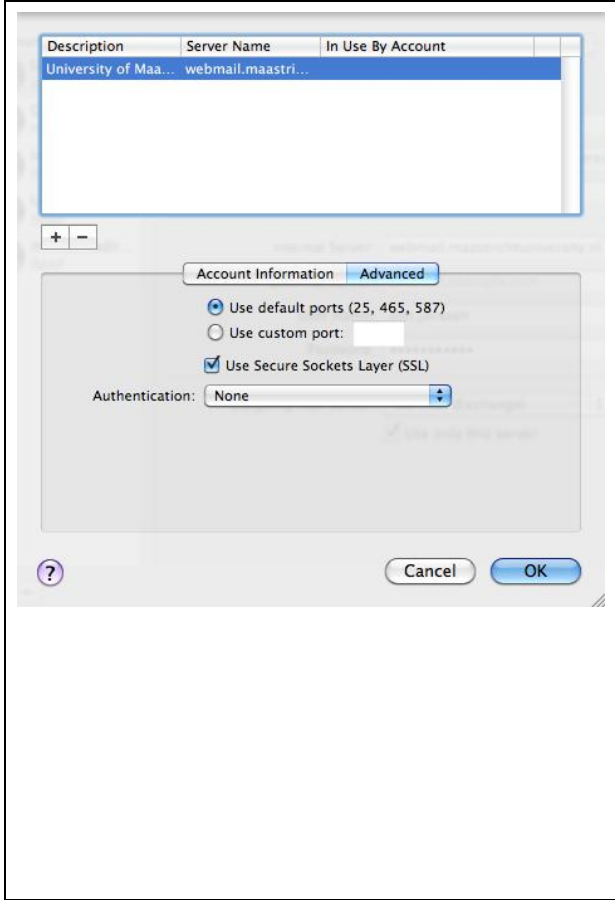

You can leave "*Address Book contacts*" and "*iCal calendars*" checked on if you want to make use of these options.

Click on *Continue* to proceed.



Step 6:

Click on *Create* to add the new account.

	<p>Step 7:</p> <p>Go back to the section "Accounts".</p> <p>Click on the option "Outgoing Mail Server" and select "Edit SMTP Server List..."</p>
	<p>Step 8:</p> <p>Click on the + button to add a new outgoing mail server.</p> <p>In "Account Information" fill in</p> <ul style="list-style-type: none"> - "Description": UM Mail - "Server Name": webmail.maastrichtuniversity.nl <p>In "Advanced" make sure that "Use default ports (25, 465, 587)" and "Use Secure Sockets Layer (SSL)" are selected and that "Authentication" is set to "None".</p> <p>Click on OK.</p> <p>Now close the "Accounts" screen and click Save.</p>
	<p>Exchange UM mail is now set up on Apple Mail. Click on the "Get Mail" button to receive your e-mail.</p>