

## Configuring Apple's Mail program for OHSU email

1. Open OSX Mail, located on the Dock (it's the Postage Stamp icon). Select **Mail > Preferences**.
2. Click on the **Add Account** button and a screen will appear as shown below. Fill out the form and click Continue.



Welcome to Mail

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You'll be guided through the necessary steps to set up your mail account.

To get started, fill out the following information:

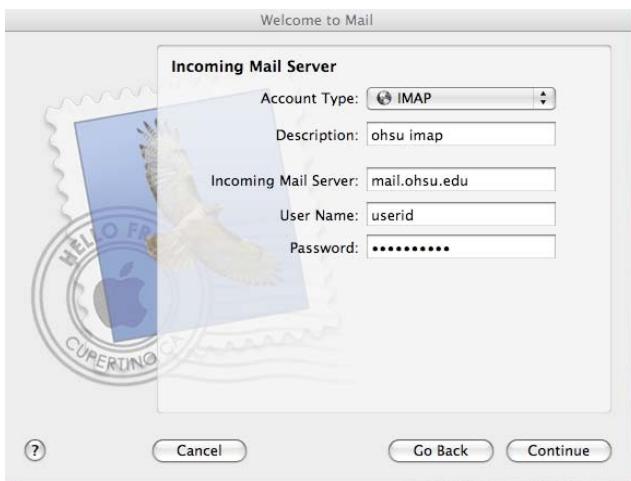
Full Name: first last

Email Address: userid@ohsu.edu

Password: .....

? Cancel Go Back Continue

3. **Account Type:** IMAP  
**Incoming Mail Server:** mail.ohsu.edu  
Fill in your OHSU network ID and password.  
Click Continue.



Welcome to Mail

Incoming Mail Server

Account Type: IMAP

Description: ohsu imap

Incoming Mail Server: mail.ohsu.edu

User Name: userid

Password: .....

? Cancel Go Back Continue



4. Check Use Secure Sockets Layer (SSL)  
**Authentication:** Password  
Click Continue.



5. **Outgoing Mail server:** mail.ohsu.edu  
Check Use Authentication.  
Fill in your OHSU network ID and password.  
Click Continue.



6. Check Use Secure Sockets Layer.  
**Authentication:** Password  
Click Continue.



7. Click Create.

