

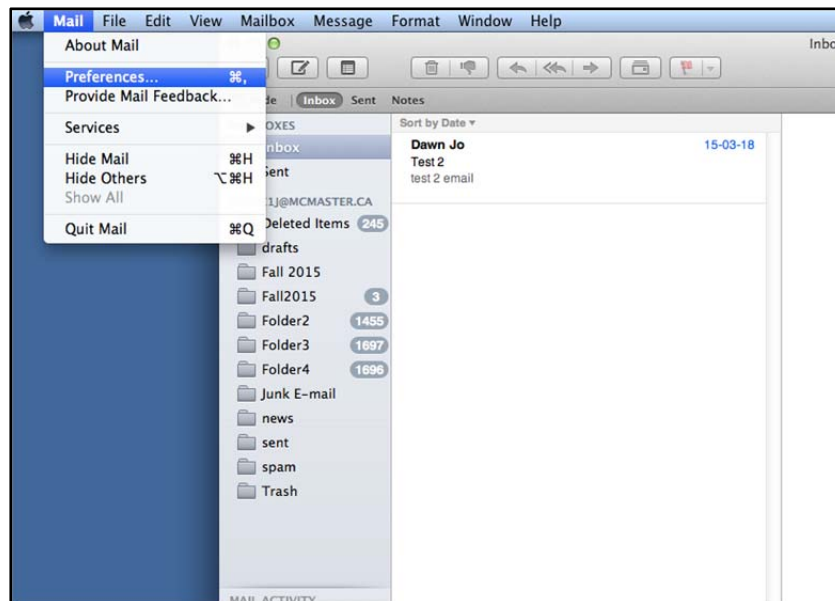
User Guide: MacMail – How to Reconfigure Mail for MacMail (Existing OSX Mail User)

This guide is for users who will continue to use Mail (OSX) after their mail have been migrated from UnivMail to MacMail.

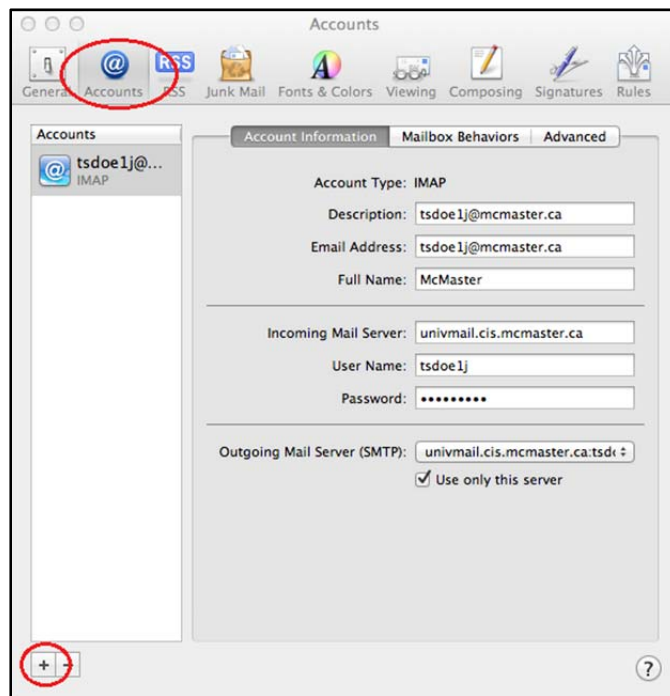
1. Launch **Mail** from the Dock.



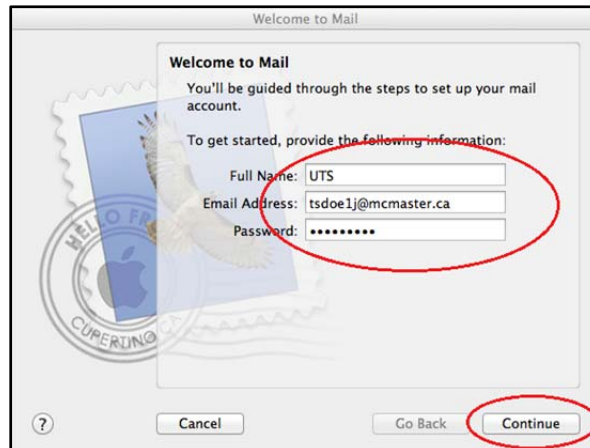
2. Open Mail **preferences**.



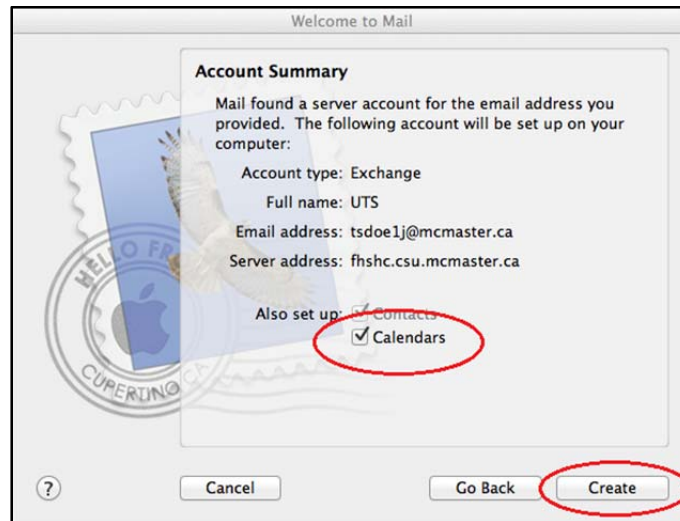
3. Click the **Accounts** tab in preferences and click **+** in the bottom left hand of the screen to add the MacMail account.



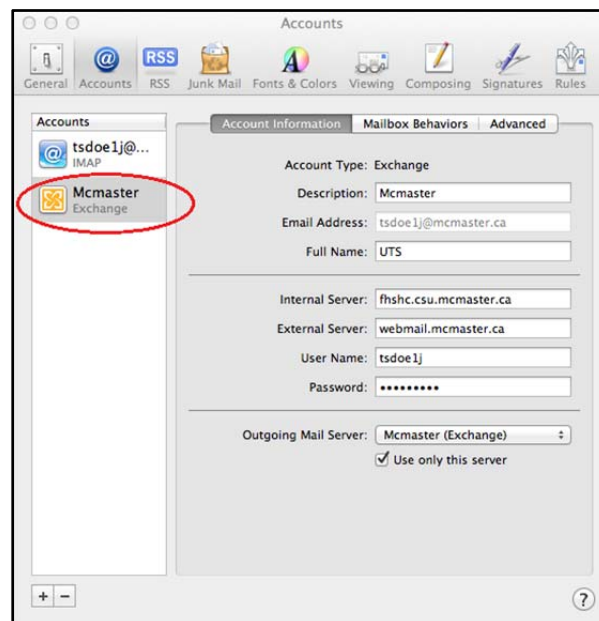
4. Enter your **Full Name**, first and last name.
Enter your email address: **macid@mcmaster.ca**
Enter your macid **Password**.
Click **Continue**.



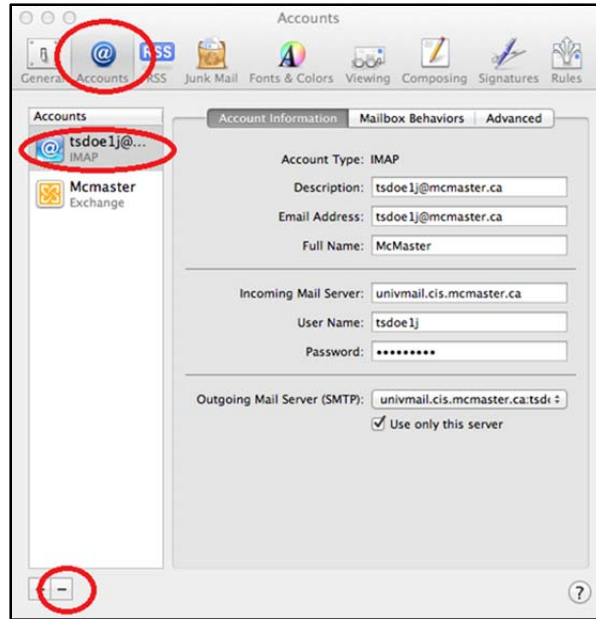
5. Ensure **Calendars** are checked. Click **Create**.



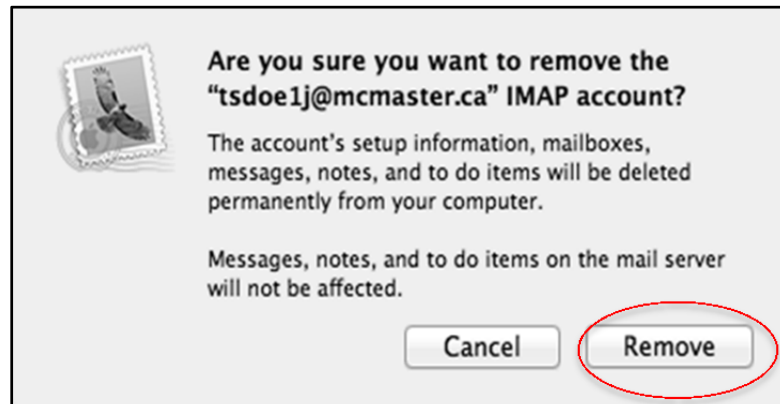
6. The Exchange account is created below the IMAP account for UnivMail.



7. Select the IMAP (UnivMail) account and click the – sign at the bottom left of the screen to delete the account.



8. Click **Remove**.



9. MacMail is now reconfigured and UnivMail is removed.

