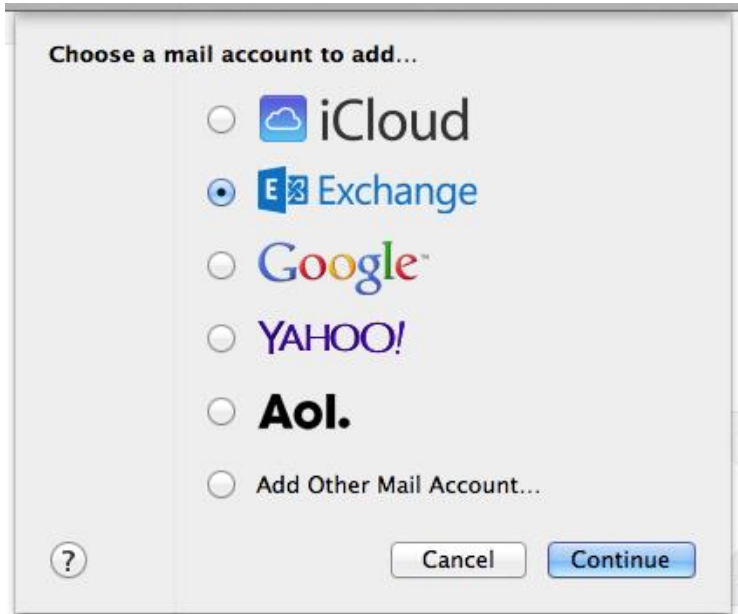
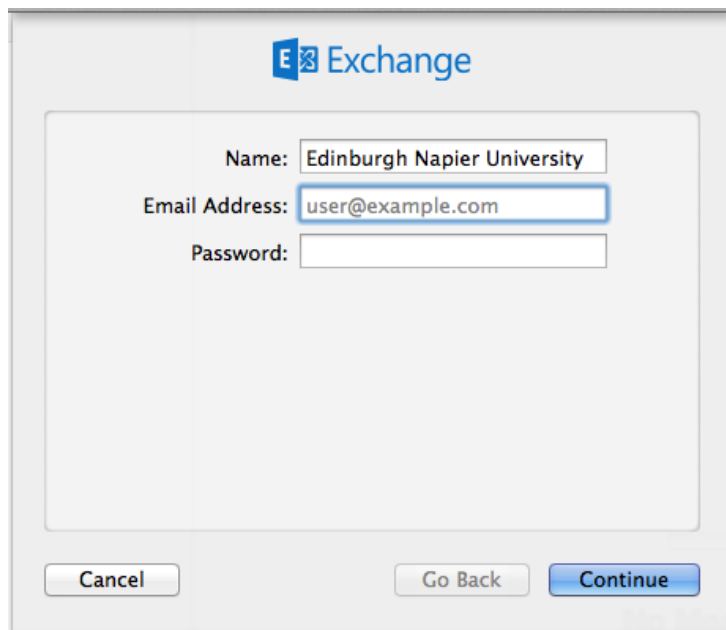


HOW TO CONFIGURE YOUR MAC MAIL CLIENT TO ACCESS YOUR UNIVERSITY MAILBOX

First open up Mac Mail and add a new Exchange account.



Select **Exchange** > **Continue**



Enter the following details

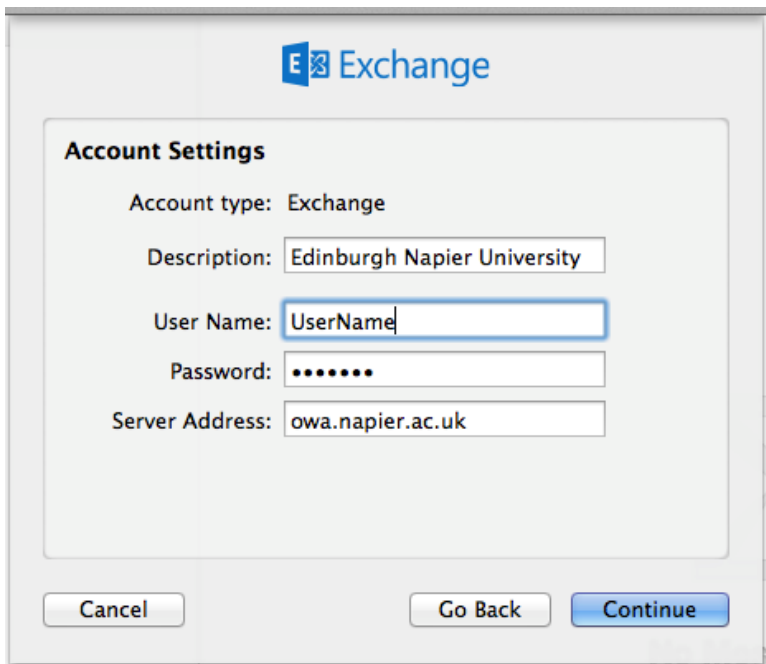
Description: Edinburgh Napier University

User Name: Your Username in the format of LoginID@napier.ac.uk

Password: Your University Password

Server Address: owa.napier.ac.uk

Click **Continue**: This might take a minute to go through.

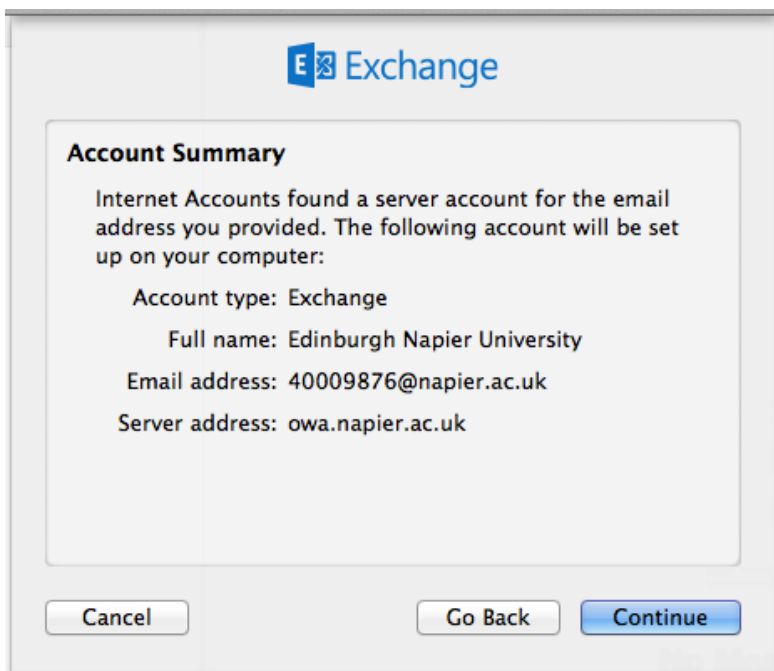


The image shows a Windows-style dialog box titled "Exchange" with the Microsoft Exchange logo. The dialog is titled "Account Settings" and contains the following fields:

- Account type: Exchange
- Description: Edinburgh Napier University
- User Name: UserName
- Password: (masked with dots)
- Server Address: owa.napier.ac.uk

At the bottom of the dialog, there are three buttons: "Cancel", "Go Back", and "Continue". The "Continue" button is highlighted in blue.

You should receive a similar confirmation as below, click on **continue**



The image shows a Windows-style dialog box titled "Exchange" with the Microsoft Exchange logo. The dialog is titled "Account Summary" and contains the following text:

Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:

- Account type: Exchange
- Full name: Edinburgh Napier University
- Email address: 40009876@napier.ac.uk
- Server address: owa.napier.ac.uk

At the bottom of the dialog, there are three buttons: "Cancel", "Go Back", and "Continue". The "Continue" button is highlighted in blue.



Select which items you would like to synchronize and then click **done**.

