

Add an E-Mail Account to Apple Mail for macOS

Important:

- In order to add an email account to Apple Mail, you must already have a valid **user account** (e.g. **BA-number** and **password**).
- To add a **departmental email inbox** to Apple Mail you must already have the required **access authorisation** (e.g. from the head of that particular unit). For that, you need to be on the authorisation list as a member.
- We only recommend using the mail-app, since the notes-app often does not work properly with the account. Consequently we would advise you to remove the checkmark of the notes-app.

1 Add an email account

Open Apple Mail, go to the **Mail** in the **Menu** and select **Add Account...**

2 Set up your email account

Select which type of account you would like to set up and then continue with the corresponding section:

- **Email accounts for students:**
 - 2.1 Set up an Office 365/Exchange account
 - 2.2 Set up the alternative email system (Mailex) – only students
- **Email accounts for staff members:**
 - 2.1 Set up an Exchange account (your personal email address)
 - 2.3 Set up a departmental email inbox

2.1 Set up an Office 365/Exchange account

Select **Exchange** as the account type and click **Continue**.

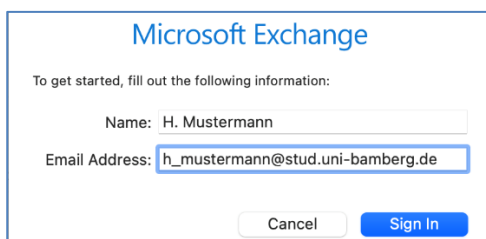


Figure 1: Set up mail account

Please fill in the following dialog window as follows:

- **Name:** your first and last name
- **Email address:** your university email address

After that click on **Sign In**.

Now a **Microsoft Exchange** dialog window appears asking to **Sign in to your Exchange account using Microsoft?**

Please also continue here by clicking on **Sign In**.



Figure 2: Shibboleth Login

After a short moment a new window with the Shibboleth login will open. Please enter here your BA-number and corresponding password and then click on **Login**.

Next, you will be asked which programs you want to use with your email account. After that, click on **Done** and the set up will be completed.

2.2 Set up the alternative email system (Mailex) – only students

Select the option **Other Mail Account...** and then click on **Continue**.

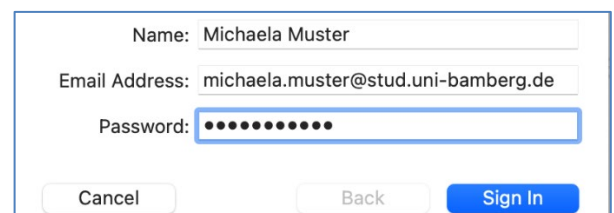


Figure 3: Set up mail account

Please fill in the following dialog window as follows:

- **Name:** your first and last name
- **Email Address:** your university email address
- **Password:** password of your BA-number

After that click on **Sign In**.

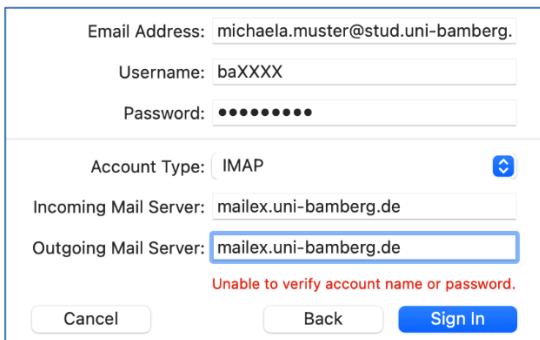


Figure 4: Configuration email account

Please fill in the following dialog window as follows:

- **Email Address:** your university email address
- **Username:** your BA-number
- **Password:** password of your BA-number
- **Account Type:** IMAP
- **Incoming Mail Server:** mailex.uni-bamberg.de
- **Outgoing Mail Server:** mailex.uni-bamberg.de

After that click on **Sign In**.

Next, you will be asked which programs you want to use with your email account. After that, click on **Done** and the set up will be completed.

2.3 Set up a departmental email inbox

Select the option **Other Mail Account...** and then click on **Continue**.

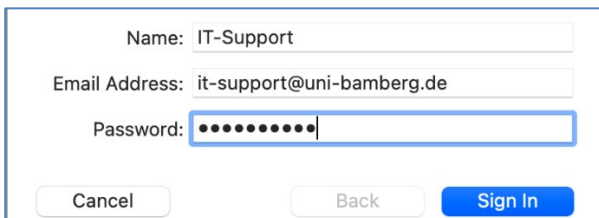


Figure 5: Set up a departmental inbox

Please fill in the following dialog window as follows:

- **Name:** display name of the account
- **Email Address:** the departmental email address
- **Password:** password of your BA-number

After that click on **Sign In**.

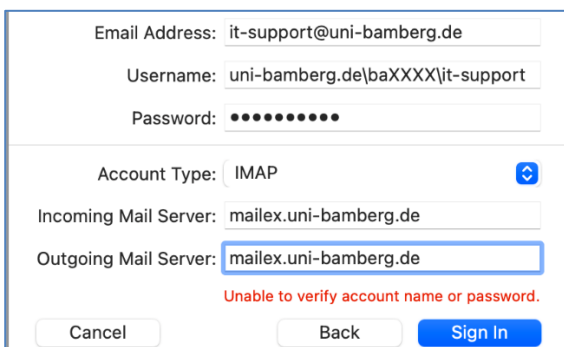


Figure 6: Configuration of the departmental inbox

Please fill in the following dialog window as follows:

- **Email address:** the departmental email address
- **Benutzername:** uni-bamberg.de\your BA-number\ the part of the departmental email address before the @ **Beispiel:** for the email address it-support@uni-bamberg.de the username would be: uni-bamberg.de\baXXXX\it-support
- **Password:** password of your BA-number
- **Account Type:** IMAP
- **Incoming Mail Server:** mailex.uni-bamberg.de
- **Outgoing Mail Server:** mailex.uni-bamberg.de

After that click on **Sign In**.

Next, you will be asked which programs you want to use with your email account. After that, click on **Done** and the set up will be completed.

As a last step you have to make an adjustment to the user name of the outgoing email server. Click on **Mail** in the **Menu**, then on **Preferences** and then select the departmental mail account and adjust the username for the outgoing e-mail server (SMTP) under **Server setting**. Enter the following for the username:

- **Username:** BA-number@uni-bamberg.de

Next, uncheck **Automatically manage connection settings** and adjust the following settings:

- **Port:** 587
- **Use TLS/SSL:** Place a checkmark here
- **Authentication:** Password

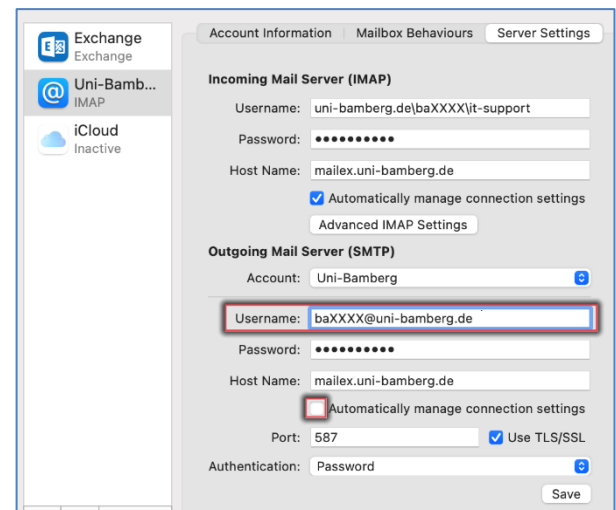


Figure 7: Server Settings

Lastly, click on **Save!**

3 Any Questions?

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