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.

![Microsoft Exchange](image1)

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.

![Office 365 for University of Bamberg students and employees](image2)

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.

![Exchange](image3)

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.
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 @
- **Example**: 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

Lastly, click on **Save**!