

Configure Mac Mail 4.2 (and higher) to access McGill email

Note: These instructions use the recommended MS Exchange protocol, which gives you full access to the features of Exchange email, including the Global Address Book contacts and calendaring. However, if you wish, you may [set up your email client using IMAP or POP protocol](#).

For an overview of all email protocols, and the pros and cons of each, see [Email 101 - fundamentals](#).

1. Launch **Mail** (.app) from the dock or from **Applications** folder.
2. In the **Welcome** screen:
 1. Enter the following information:
 - **Name:** your full name, as you want mail recipients to see it.
 - **Email Address:** your McGill email address (**first.last@mail.mcgill.ca** or **first.last@mcgill.ca** - same as your McGill Username)
 - **Password:** your McGill Password



2. After filling in the fields, hold down the **Option** and command keys at the same time before clicking **Continue**.
3. For the **Incoming Mail Server**, enter the following and then click **Continue**:
 - **Account Type:** select Exchange 2010. * **Note:** If you are using OS X 10.7 or 10.8, you will only have to select Exchange.
 - **Description:** Enter a description, such as "McGill Email".
 - **Incoming Mail Server:** "exchange.mcgill.ca"
 - **User Name:** your McGill Username
 - **Password:** your McGill Password
 - **Address Book contacts** and **iCal calendars** checkboxes are selected by default. You can deselect these choices if desired before clicking **Continue**.



4. The **Account Summary** screen should look like the screenshot below, with **Take account online** selected by default. Click **Create**.



Note on attachments: The maximum size allowed for an attachment in Mac Mail is 5 MB.