Configuration Guide for MacMail (Snow Leopard 10.6)

Objective

- Configure MacMail to access your new mailbox with Macintosh Operating System 10.6

✓Configure MacMail

1) Open Mail. Verify the Mail window is in focus.

2) Choose Mail → Preferences at the top left, as seen below.
3) Next, if you have one or more existing email accounts you will need to click on the Accounts tab. You will then see a screen similar to what is displayed below. Click on the plus (+) sign in the bottom left hand corner to add your UAConnect account then proceed to Step 4.

**Note:** If you do NOT have an existing email account(s) then proceed immediately to Step 4.

4) At the Add Account screen, enter the following information:
   a. Your Full Name
   b. Your email address, in this format: YourNetID@email.arizona.edu
   c. Your NetID password
   d. Click continue.
5) The next screen, **Incoming Mail Server**, will display your information (see example image below)
   
   e. Select whether you want to sync **Address Book contacts** and **iCal calendars**.
   
   f. Click **Continue or Create** dependent upon which option you are given.
6) At the Account Summary screen
   g. Confirm your account information.
   h. Click Take Account Online.
   i. Click Create.

Once complete, you may close the Accounts Summary window. Your new mailbox is now ready.

Optional:

For more information on UAConnect or to learn about optional features such as Lync (IM Chat and Live Meeting), UAConnect and Mobile Devices, FAQ’s, and Training please visit: [http://uits.arizona.edu/uaconnect](http://uits.arizona.edu/uaconnect)