



ISTITUTO ITALIANO  
DI TECNOLOGIA

# APPLE MAIL CONFIGURATION

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**Author:** ICT Service Desk

**Last modified:** 10/07/2023

**Version:** 3.1

Fondazione Istituto Italiano di Tecnologia - Italian Institute of Technology

Sede Legale: Via Morego, 30 16163 Genova Uffici di Roma: Via Guidubaldo del Monte, 54 00197 Roma

Tel. 010 71781 Fax. 010 720321

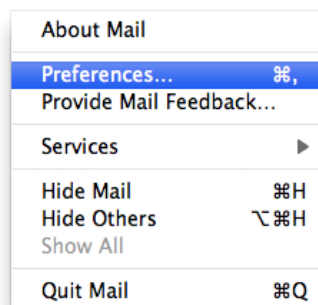
C.F. 97329350587 P.I. 09198791007

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### 1. Account configuration

1. Open Apple Mail, will be shown a Wizard (in this case please skip to step n.4); if the wizard does not appear automatically, click on “Mail-Preferences...”:



2. Will be shown a window “Accounts”.
3. Click the Plus (+) button (figure 1).

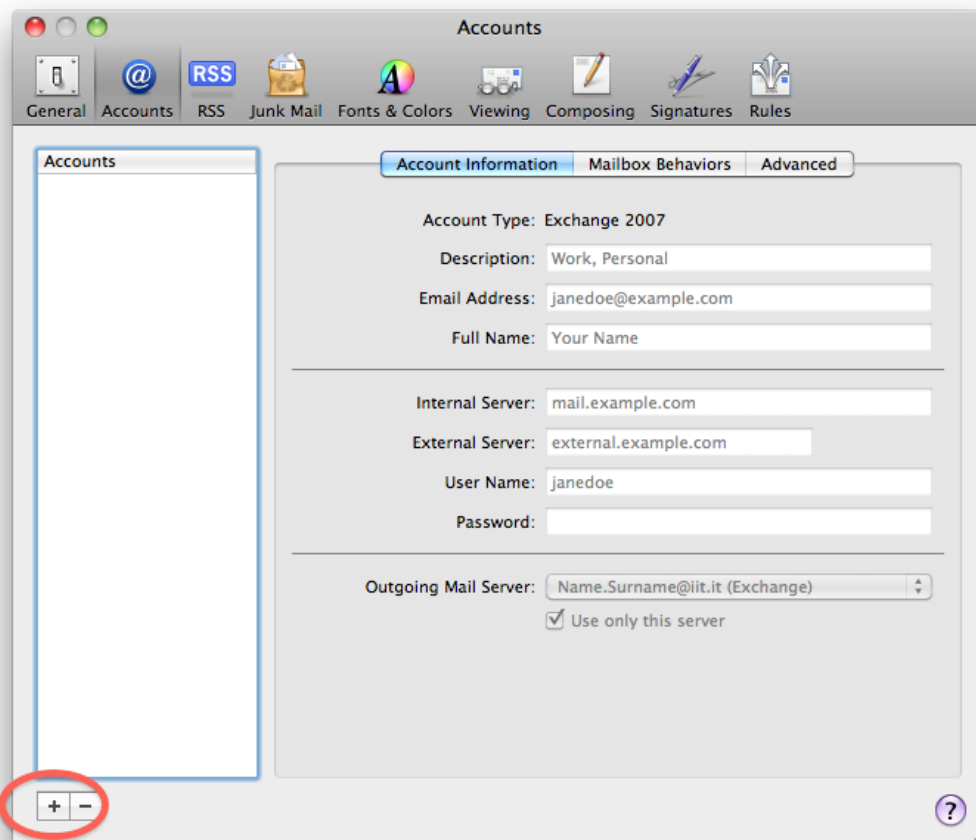
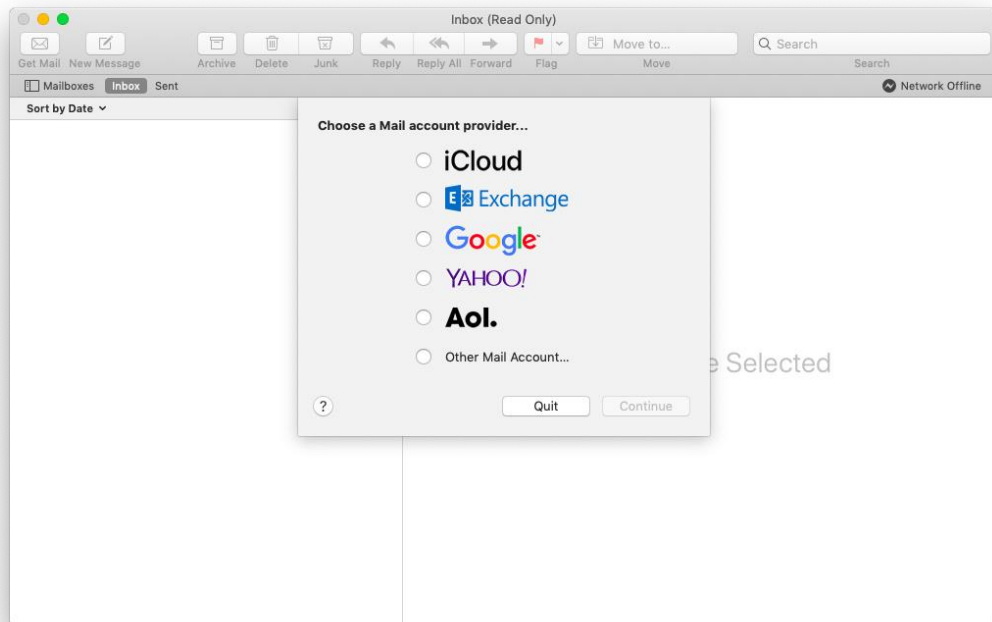
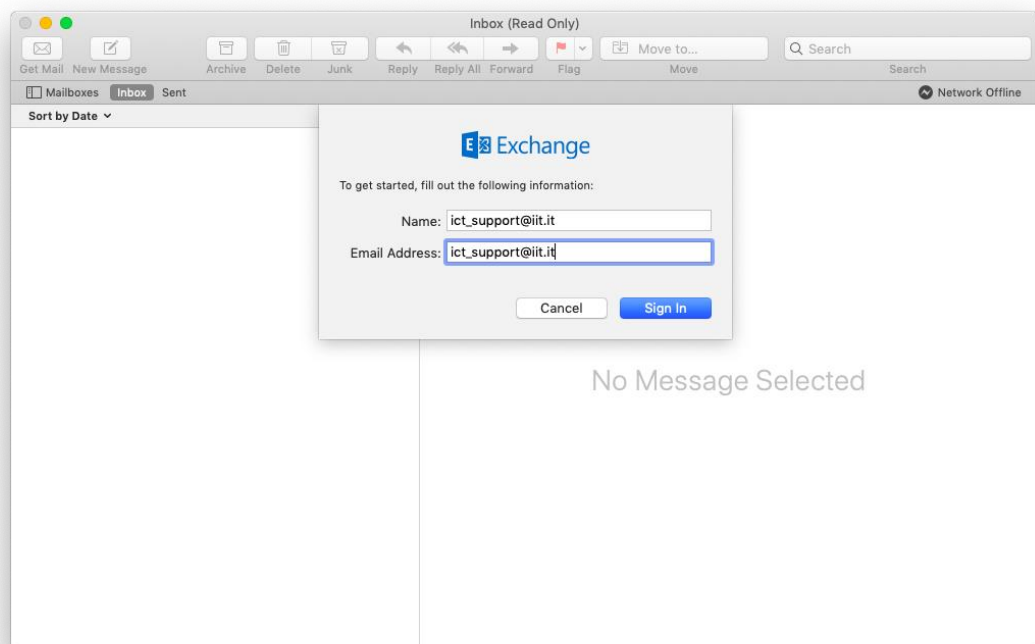


figure 1

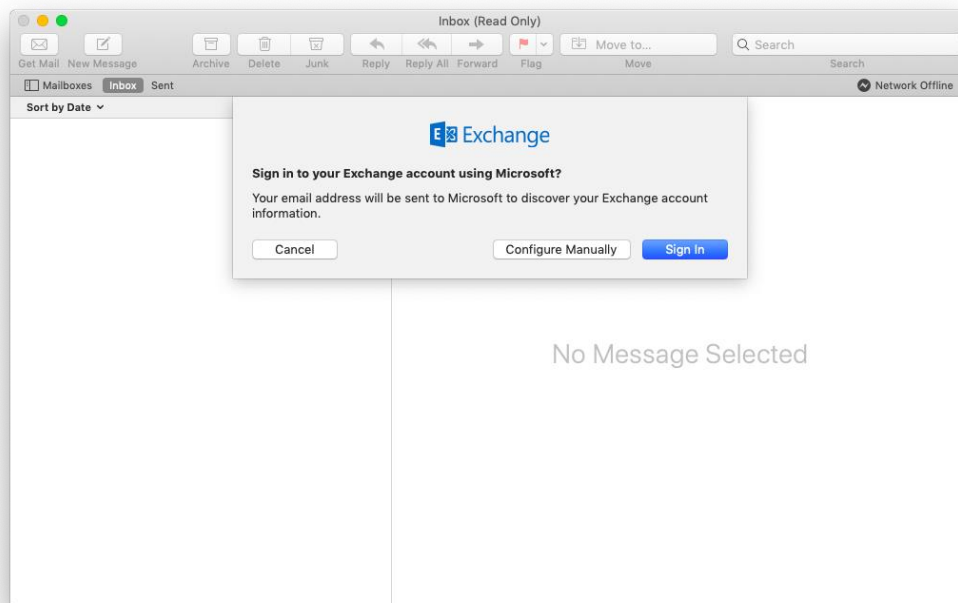
4. Select: “Exchange” – then “Continue”.



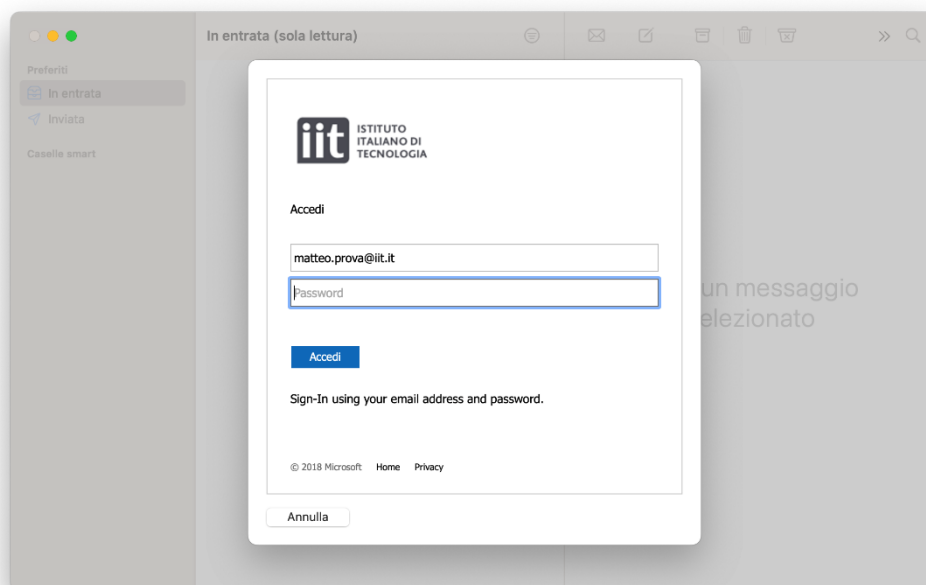
5. Fill the fields: “name” with your name and surname and “email address”.



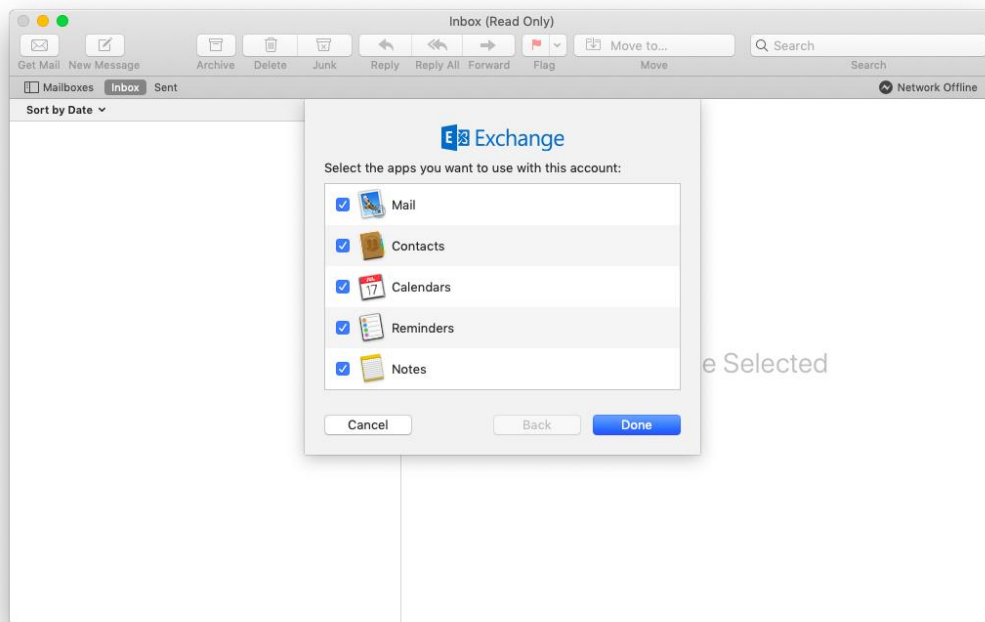
6. Select: "Sign In".



7. Insert your email credentials (email address and email password) and then click on "Sign in"



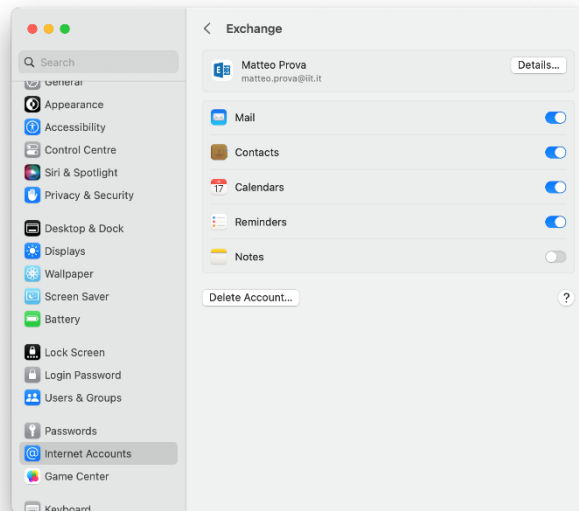
8. Select what you want to Synchronize (*Mail, Contacts* and *Calendar*) and then click on "Done"



### 2. Account deletion

**NOTE:** if you remove the EXCHANGE account, local archives are not deleted, the only deleted email is the local copy of the emails stored on the server.

1. Go to “System **Settings**” – “**Internet Accounts**” and click on “**Exchange**”.



2. Press “**Delete Account...**” and confirm.

