

Apple Mail Setup

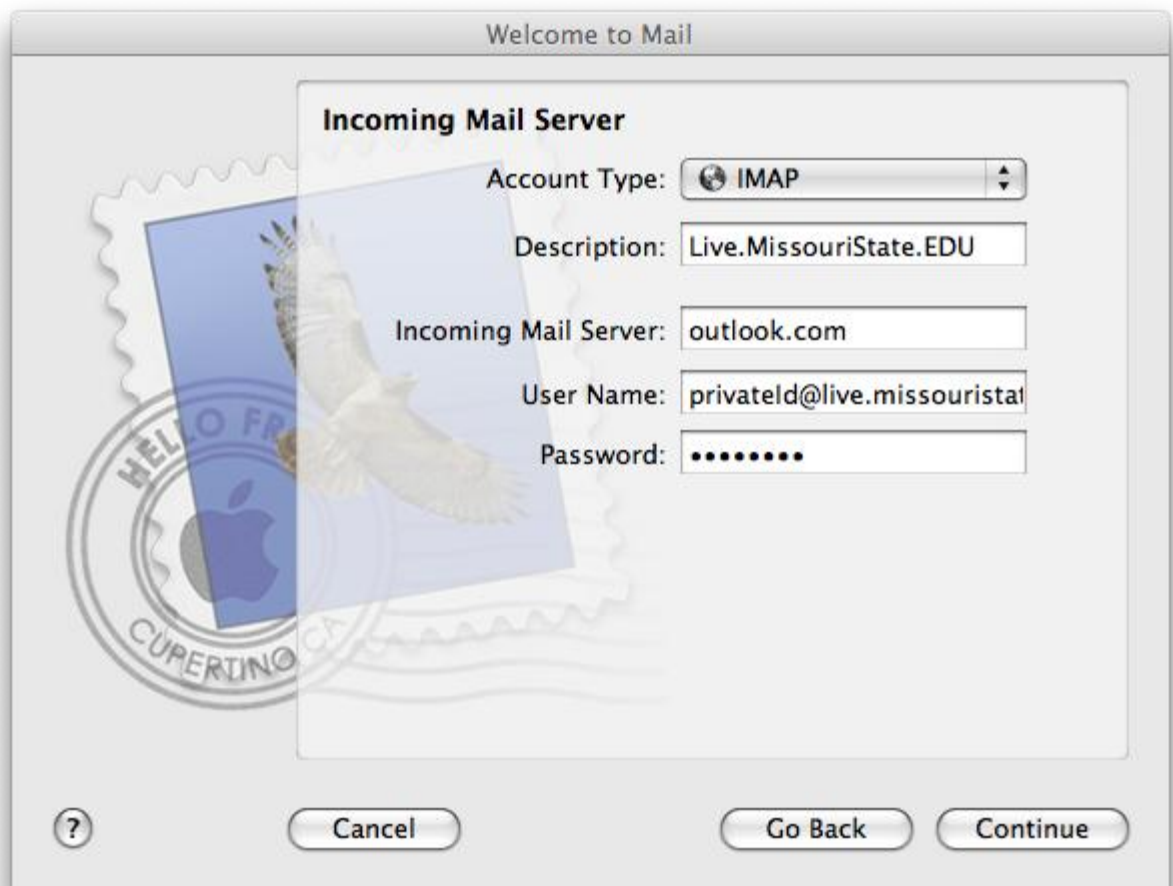
Note: Staff wishing to set up Apple Mail will need to follow [these tutorials](#) for connecting to the mail server.

Apple Mail Setup

1. Start up Mail for Mac and setup a new account if you have one set up already.



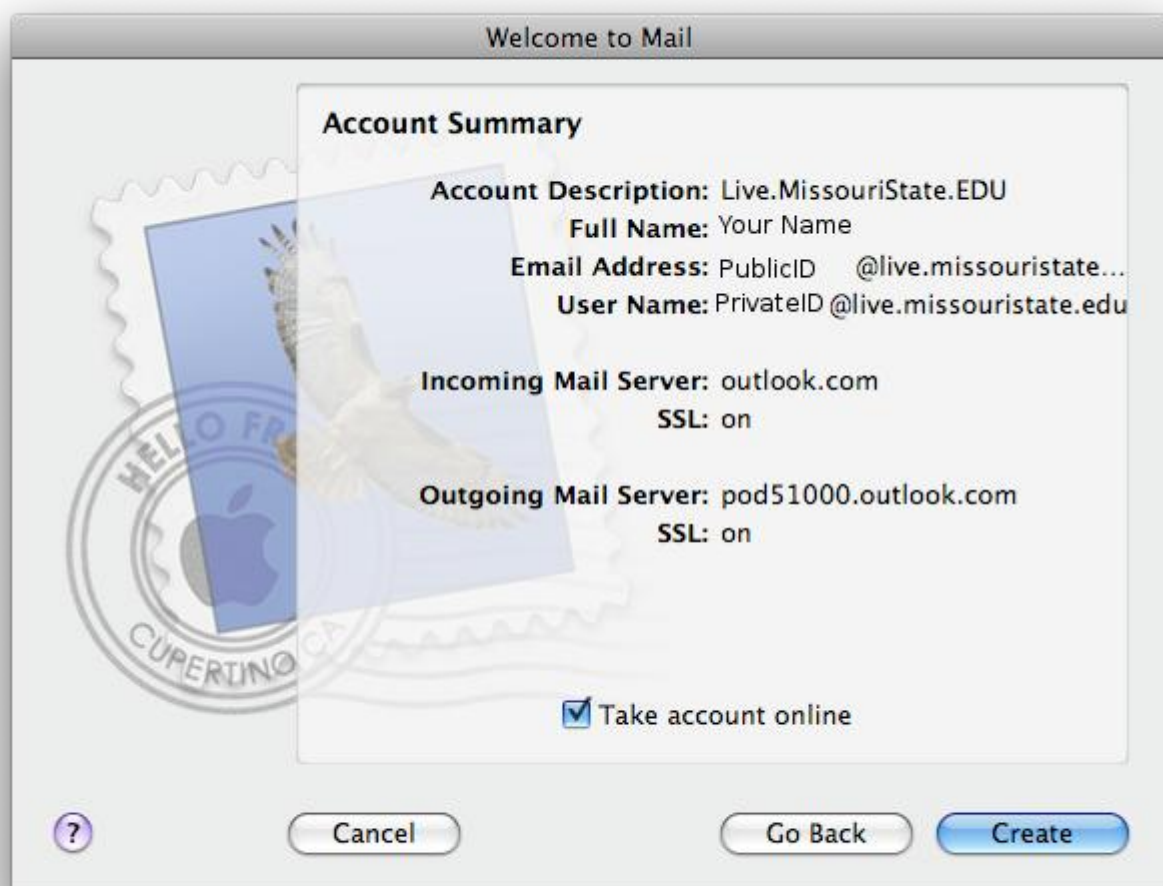
2. Enter the following information in the form, then click Continue.
 - Full Name: **Your Name**
 - E-mail Address: **PrivateID@live.missouristate.edu**
 - Password: **Your Password**



3. Select IMAP as the account type, enter in the following information, and click Continue.
 - **Enter a Description**
 - Incoming Mail Server: **outlook.com**
 - Username: **PrivateID@live.missouristate.edu**
 - Password: **Your Password**



4. Enter the following information in the form, then click Continue.
 - **Enter a Description**
 - Outgoing Mail Server: **pod51000.outlook.com**
 - **Select Use Only This Server**
 - **Select Use Authentication**
 - Username: **PrivateID@live.missouristate.edu**
 - Password: **Your Password**



5. Confirm that the information on this last page is correct and click create. Congratulations, your account has been set up!

If you have any difficulties with this tutorial, please feel free to contact either the ResNet Offices (417) 836-6100 or the open access computer labs (417 836-4519) for assistance.