1. Open the Mail application on your Mac.

If this is the first time opening Mail, you will see this screen. Otherwise, go to Mail>Preferences>Accounts and click the + to add a new account.

Enter your first and last name, UTSC email address and your UTScid password.

Select Continue.

2. Change the account type to IMAP and enter a description for the account.

Enter the following server settings:

1. mailhost.utsc.utoronto.ca
2. Your UTScid
3. Your UTScid password

Select Continue.
3. Enter a description for the outgoing server. Make sure Use only this server and Use Authentication are both checked.

Enter the following server settings:

1. smtp.utoronto.ca
2. Your UTORid
3. Your UTORid password

Select Continue.

4. Confirm that all settings have been entered correctly and Take account online is checked.

Select Create to finish setup.

Email should now begin to sync to your computer. If you have any problems, please contact the helpdesk.