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 and enter the following server setting:

1. postbox.utsc.utoronto.ca

Make sure Use only this server is checked and Use Authentication is unchecked. Leave the other fields empty.

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.