If you are experiencing difficulty connecting, you may need to verify your UTORid account credentials. Please visit this website: https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl If everything is ok, you should see the message: “Your UTORid and password have been checked and should work.”

1. Launch Mail from the Applications folder or from the Dock. If you do not have an email account setup, you will be presented with a Welcome Screen. If you already have an account setup, click on Mail then Preferences. In the next window, click on Accounts, then + on the bottom left corner.

2. Fill out your account details as shown below:

![Choose a mail account to add...](image)

3. When prompted with a login screen, use your email address as a username, with your UTORid password, as shown below:

![Exchange](image)

4. Apple Mail will begin downloading your messages into your Inbox. Please be patient – this process may take some time if you have a large amount of email.