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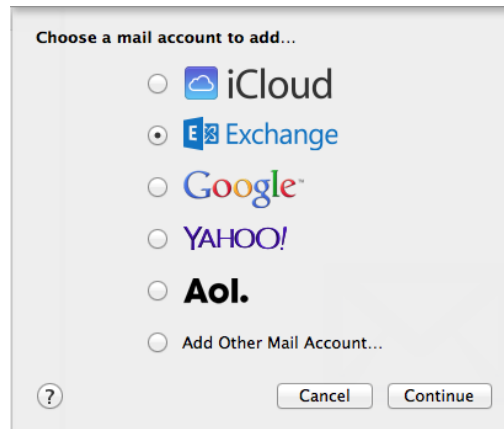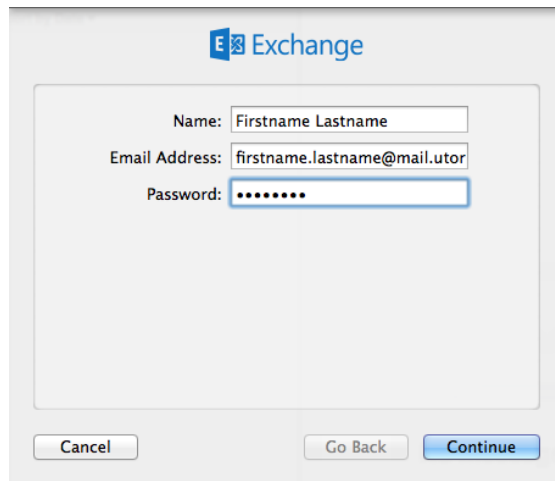 If you are experiencing difficulty connecting, you may need to verify your UTORid account credentials. Please visit this website: https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl If everything is ok, you should see the message: "**Your UTORid and password have been checked and should work.**"

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:

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

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.