

Setup VUMC Email Account on Mac Computers

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology

Step 1

Note:

Ensure you are running the latest updates on your Mac OS.

1. Open **Launchpad** from the **Dock**.



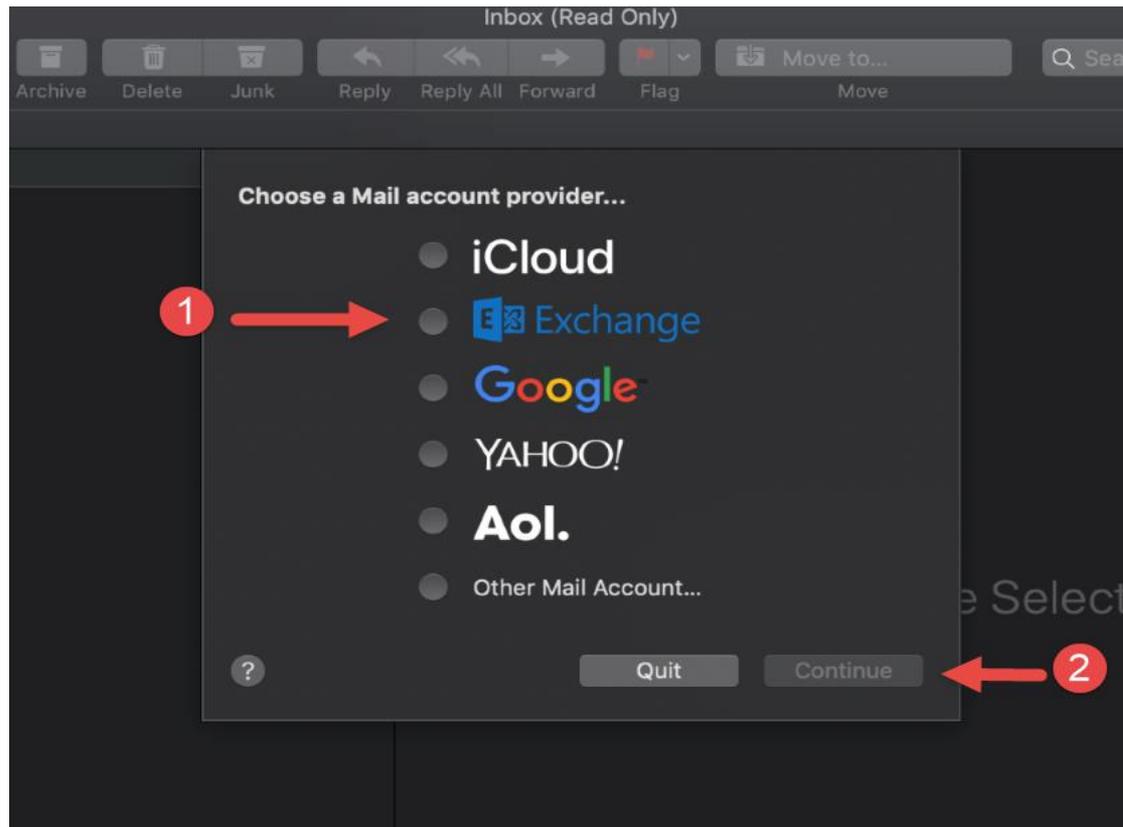
Step 2

Find **Mail** and Click.



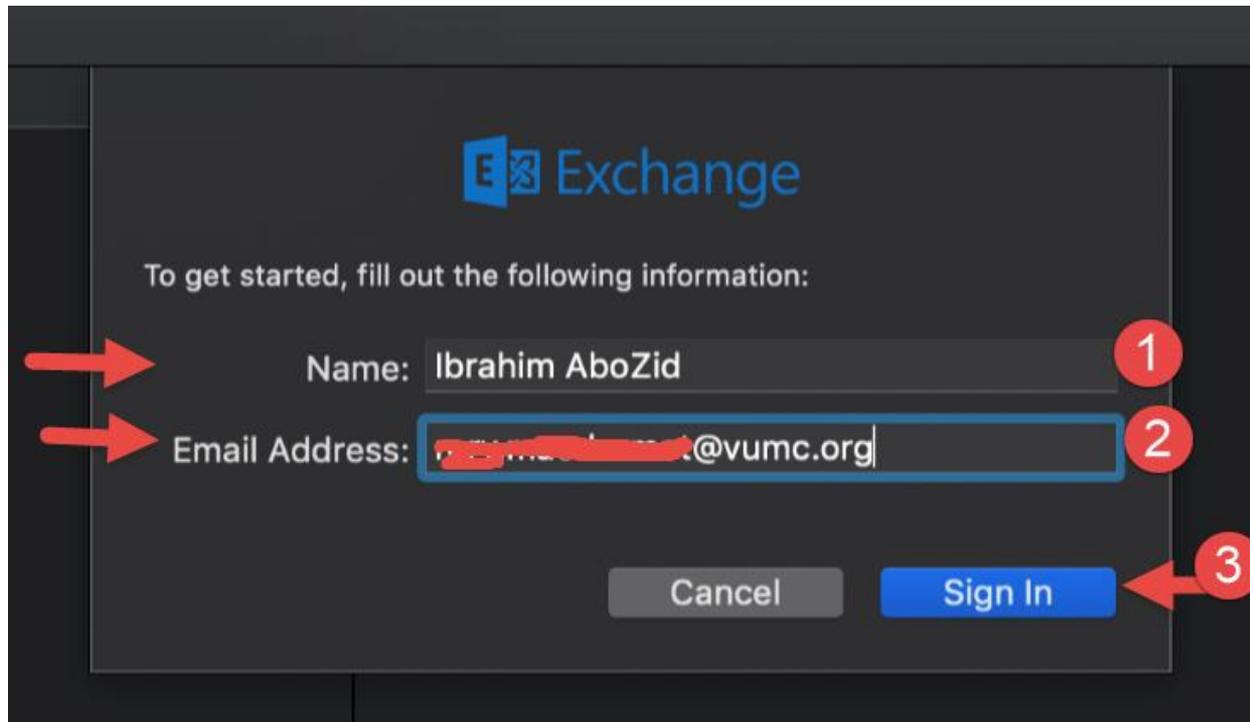
Step 3

If this is the first time you have added a mail account to the client you should see the picture below. Choose **Exchange** and click **Continue**.



Step 4

Enter your display name and email address, then click **Sign In**.



The screenshot shows the Exchange sign-in dialog box. At the top, the Exchange logo is displayed. Below it, the text reads "To get started, fill out the following information:". There are two input fields: "Name:" with the value "Ibrahim AboZid" and "Email Address:" with a redacted email address followed by "@vumc.org". A blue border highlights the email address field. At the bottom, there are two buttons: "Cancel" and "Sign In". Red arrows and numbered circles (1, 2, 3) point to the Name field, the Email Address field, and the Sign In button, respectively.

Exchange

To get started, fill out the following information:

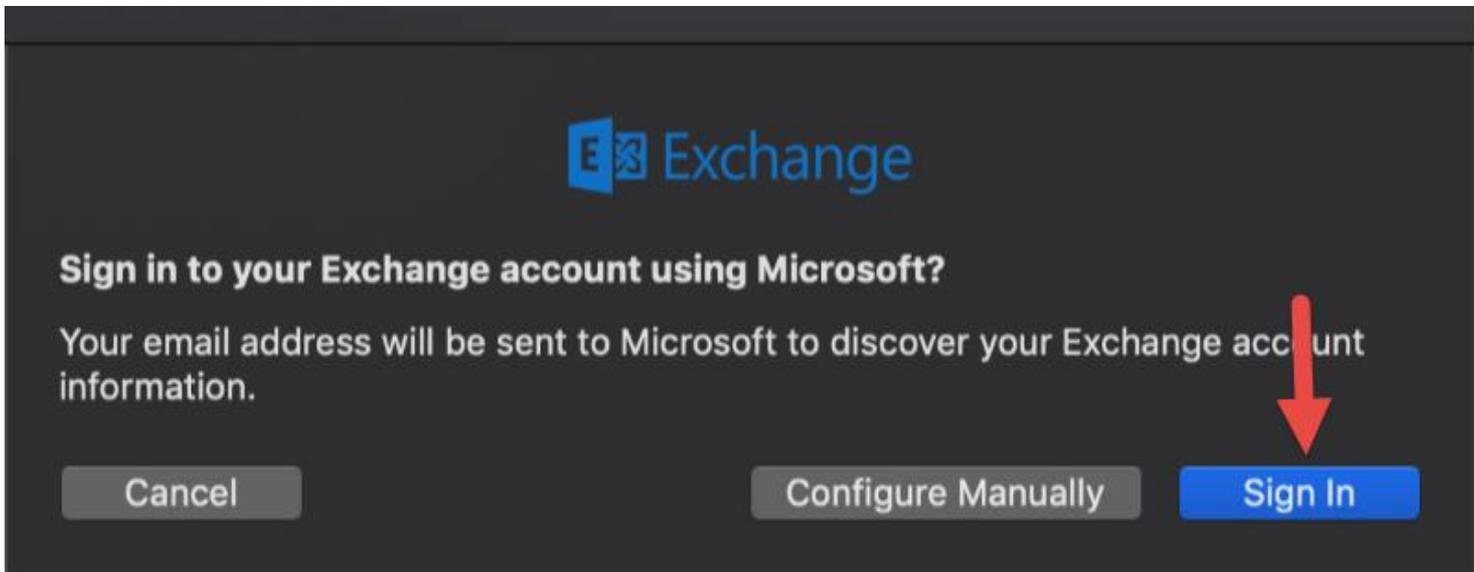
Name: Ibrahim AboZid

Email Address: [redacted]@vumc.org

Cancel Sign In

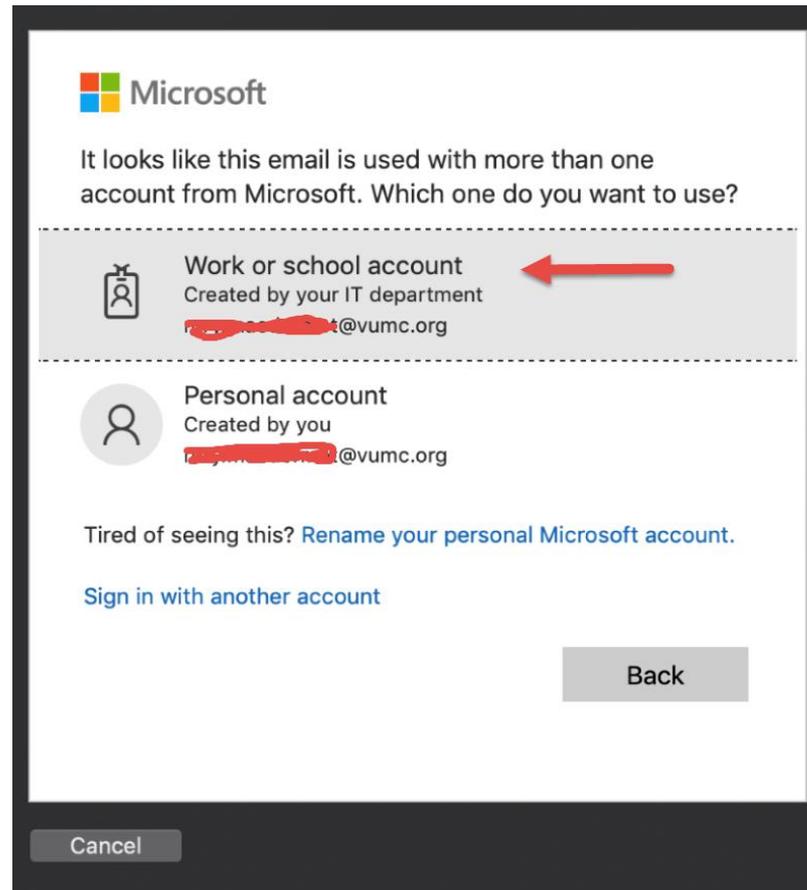
Step 5

Click **Sign In** one more time.



Step 6

If you get this pop-up, select **Work or school account**.



Step 7

Sign in with your VUnetID and ePassword, then click **Sign On**.

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Sign On

Please sign on and we'll send you right along.

Username

Password

I am committed to keeping VUMC patient and confidential information secure

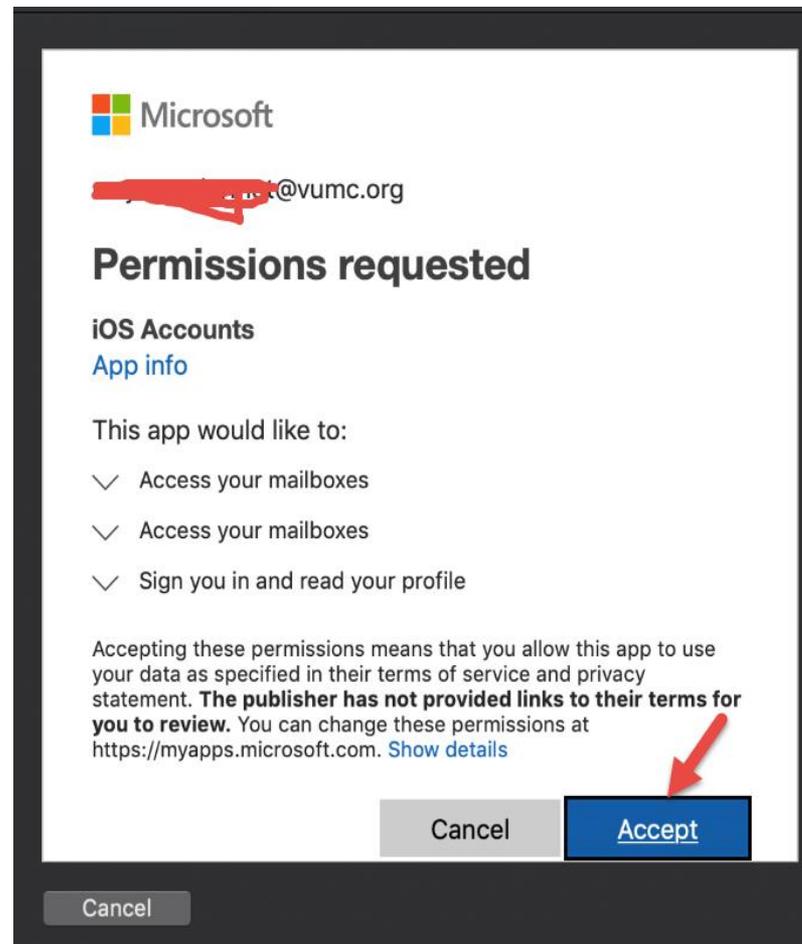
- Logoff and lockup computer, phone, and tablet when away.
- Forward any suspicious phishing emails to: phishing@vumc.org.
- Work with confidential data where others cannot see your screen.

Questions? Email: Helpdesk@vumc.org or call 34-3HELP
VUMC Policies: Vanderbilt.Policytech.com



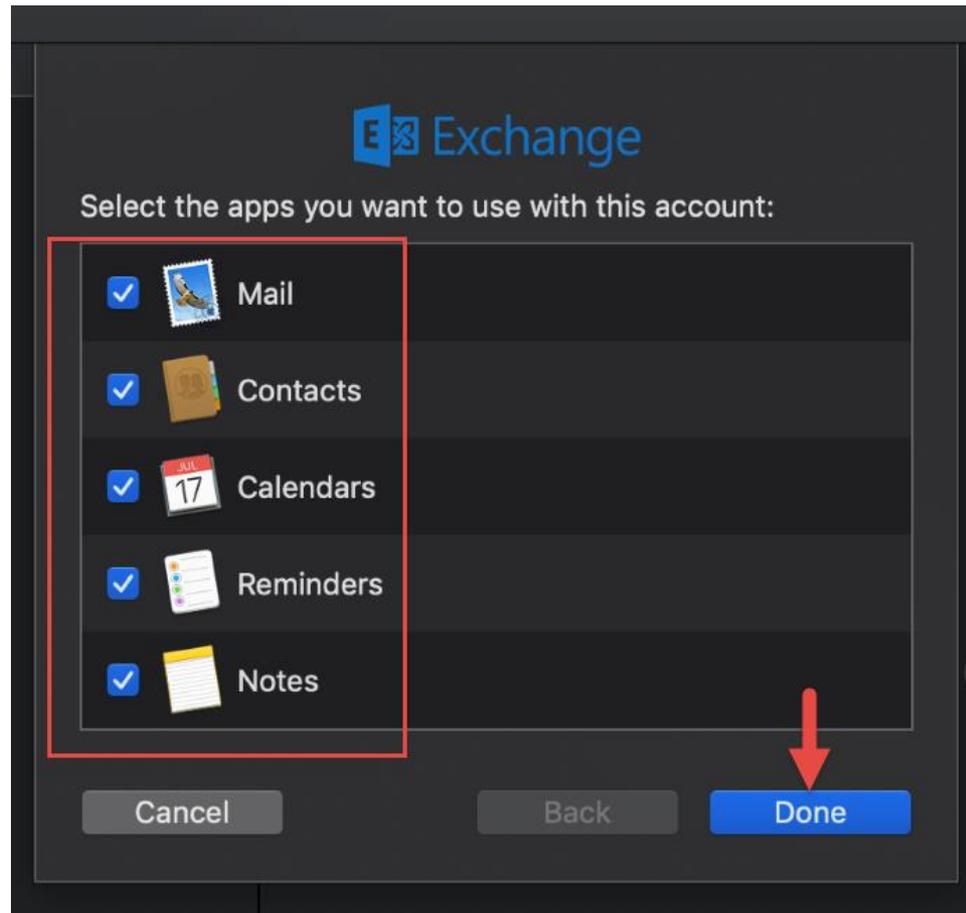
Step 8

Click **Accept**.



Step 9

Confirm that all the applications you need to synchronize are selected and click **Done**.



Step 10

Your mail application should open and start downloading your email content.

If you choose to **Sync the Calendar, Open** the calendar from the **Finder** to see all your calendars there.

