Setup VUMC Email Account on Mac Computers

VANDERBILT ✔ UNIVERSITY

MEDICAL CENTER

Information Technology

Note:
Ensure you are running the latest updates on your Mac OS.
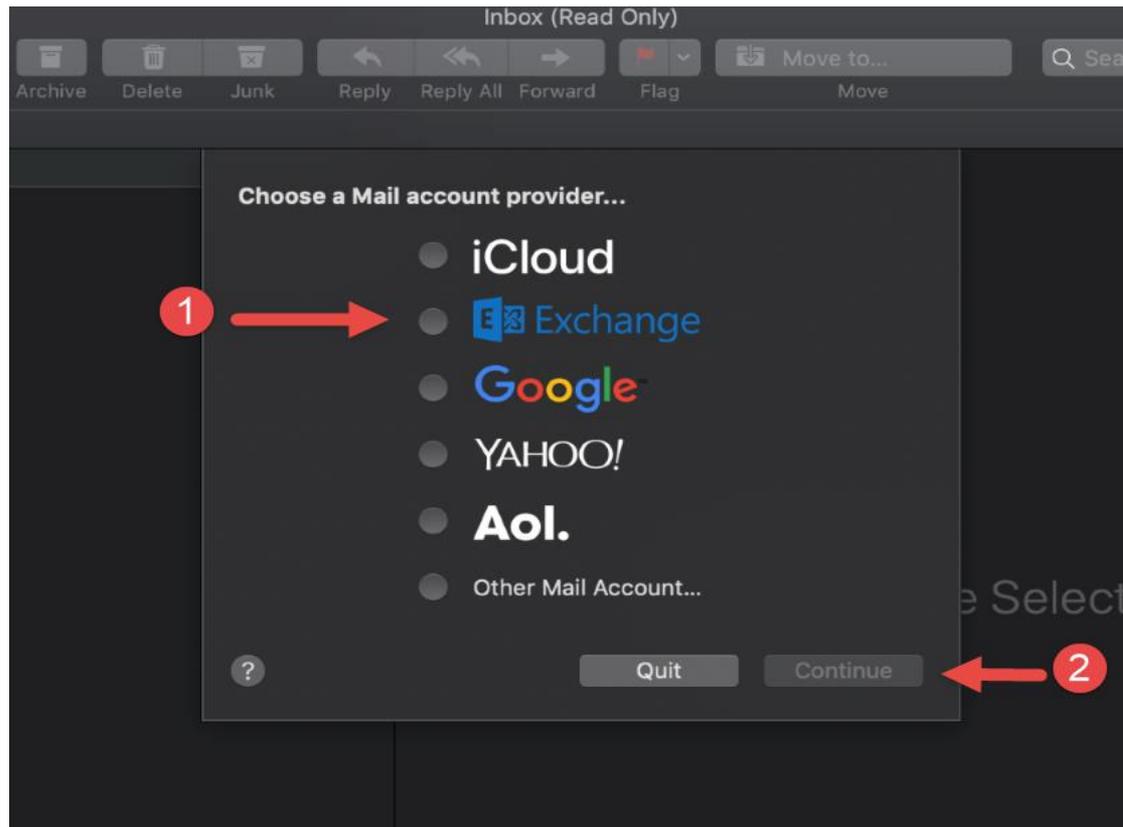
1. Open **Launchpad** from the **Dock.**

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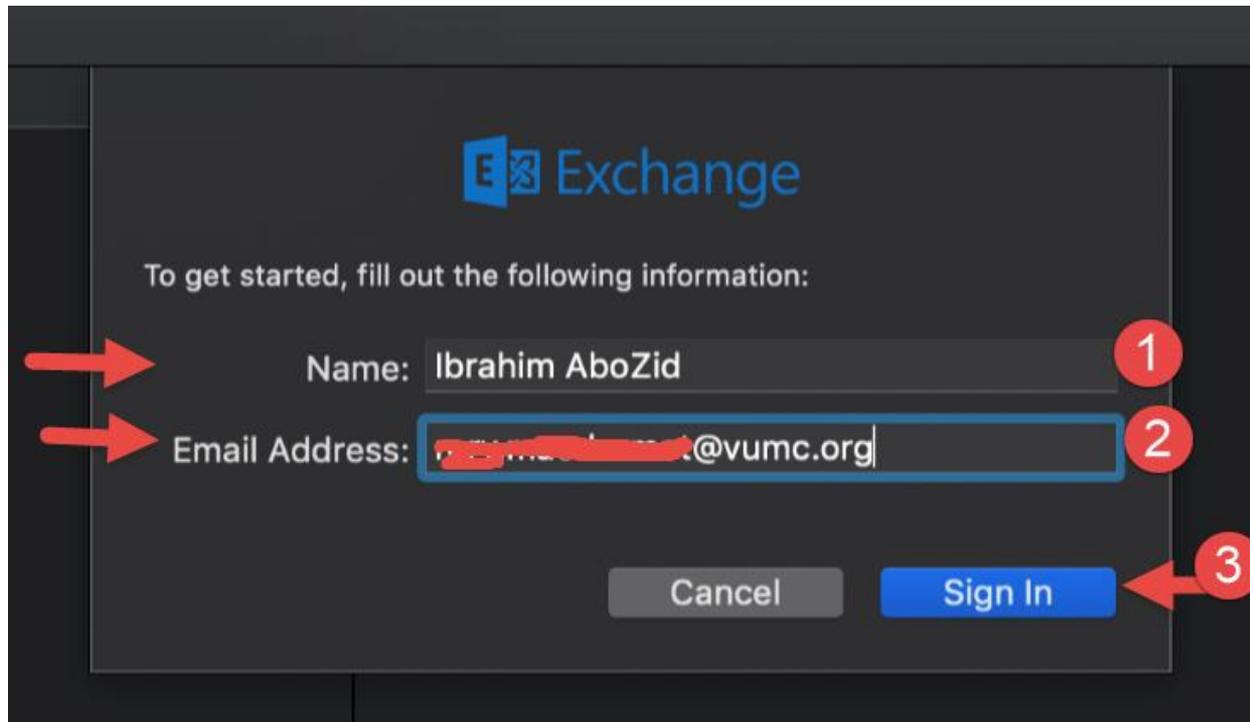
If this is the first time you have added a mail account to the client you should see the picture below. Choose **Exchange** and click **Continue.**

Enter your display name and email address, then click **Sign In.**
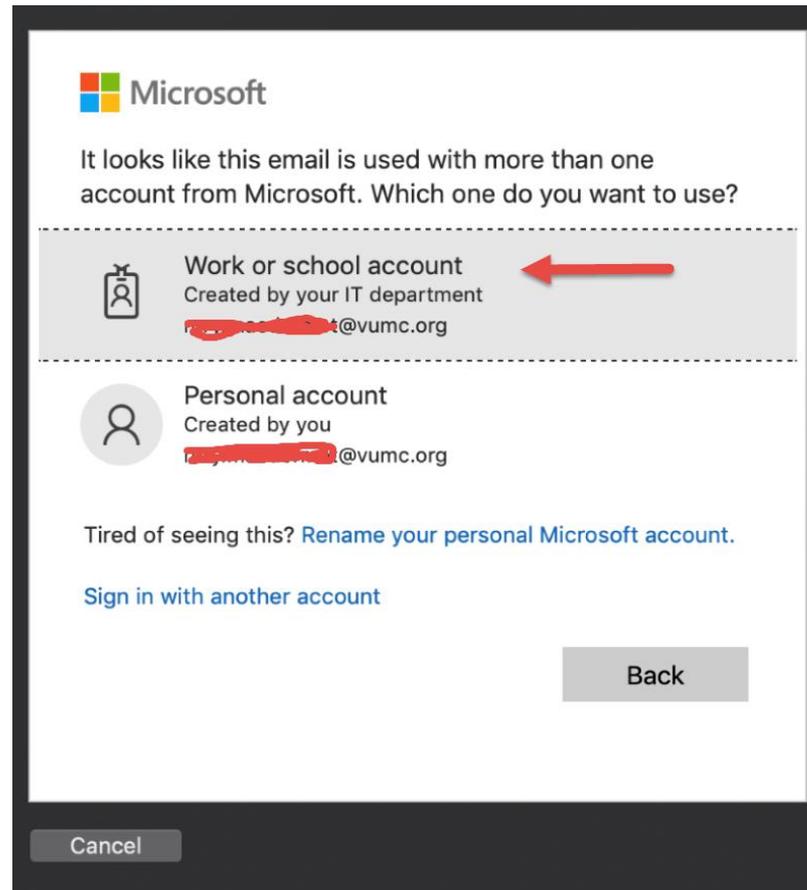
Click **Sign In** one more time.
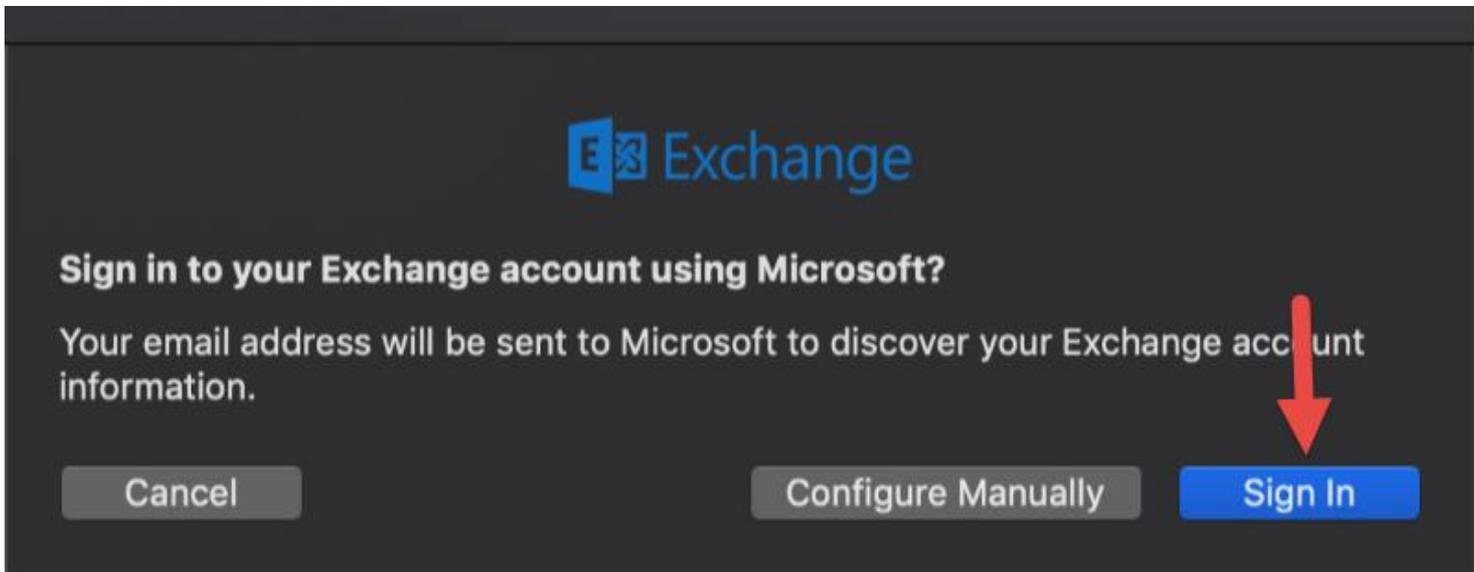
If you get this pop-up, select **Work or school account.**

Step 7

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

Step 8

Click **Accept.**
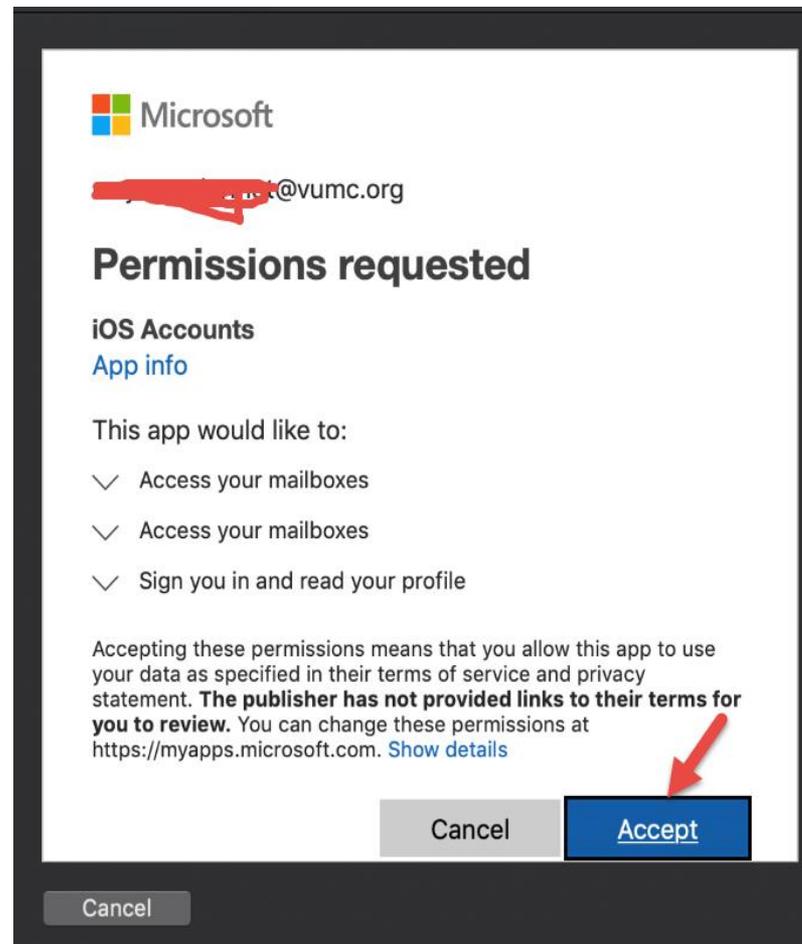
Step 9

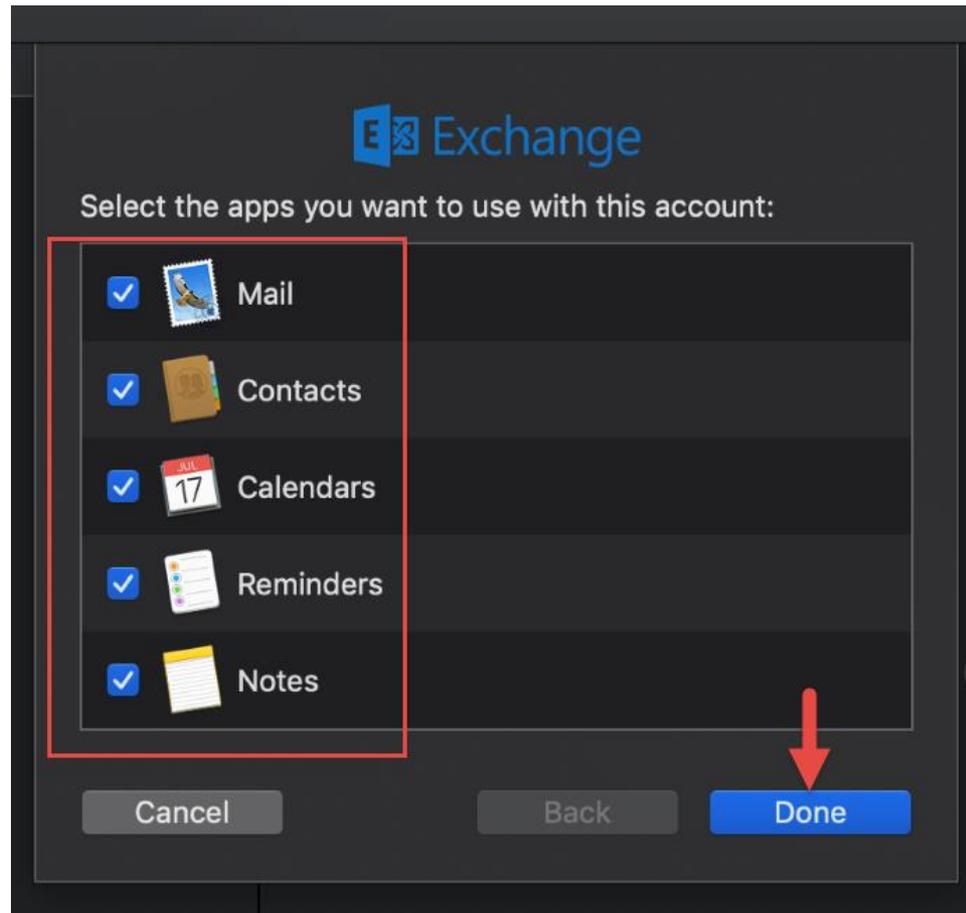Confirm that all the applications you need to synchronize are selected and click **Done.**

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.