

Configure native mail app

MacOS



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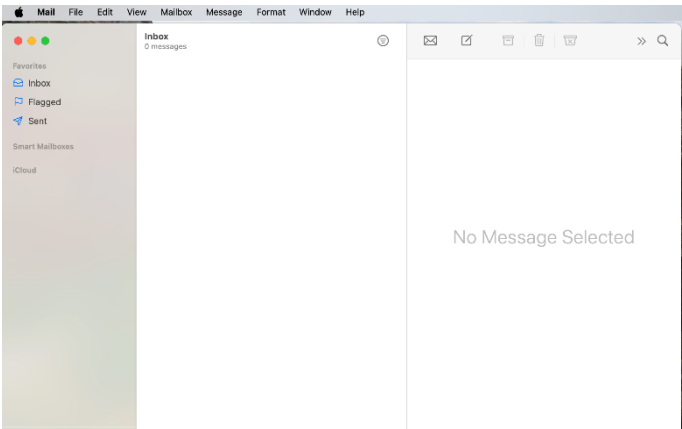
1 Instructions

Before you begin

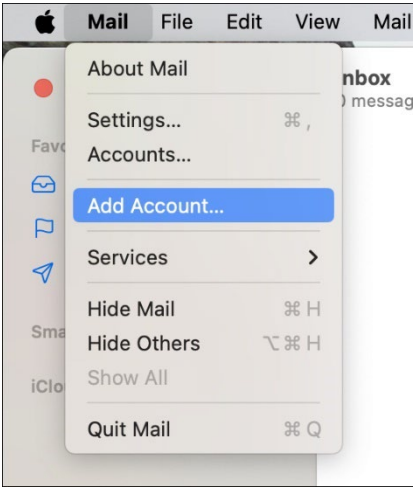
The following instructions are supported by the TU Delft and have been tested to be working. However, we offer this manual to you as an extra service. In case you have a configuration or version of MacOS other than the one described here and you have problems setting up a personal mailbox, neither ICT nor a Service Desk will be able to help you to setup a personal mailbox in the mail app for MacOS.

1.1 Setup a personal mailbox

Step 1. Open the mail app



Step 2. In the mail app, click on “mail > Add Accounts”.



Step 3. Choose for “Microsoft Exchange”.

Choose a Mail account provider...

- ☐ iCloud
- ☒ Microsoft Exchange
- ☐ Google™
- ☐ yahoo!
- ☐ Aol.
- ☐ Other Mail Account...



Cancel

Continue

Step 4. Fill in your name and TU email address.

Microsoft Exchange

To get started, fill out the following information:

Name:

Email Address:

Cancel

Sign In

Step 5. Open the mail app.

Microsoft Exchange

Sign in to your Exchange account using Microsoft?

Your email address will be sent to Microsoft to discover your Exchange account information.

Cancel Configure Manually Sign In

Step 6. Login with netid@tudelft.nl and your TU password

TU Delft Federation Service

Sign in

Sign in

Please login using the syntax 'your NetID@tudelft.nl' and your password. Do not use your e-mail address.

© 2018 Microsoft

Cancel

Step 7. Approve your sign in request.

Netid@tudelft.nl

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

83

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

Cancel

Step 8. Choose the apps you want to use with the account.

Microsoft Exchange

Select the apps you want to use with this account:

☒

Mail

☒

Contacts

☒

Calendars

☒

Reminders

☒

Notes

Cancel Back Done