

AOS E-mail Setup - Apple Mail

Account setup

Before you configure your e-mail client you will need to know your *UCLA Logon ID* and password (also known as you BOL username & password). You can lookup your *UCLA logon ID* at logon.ucla.edu

If you were given a temporary *EM* password, you will also need to change that password. Visit www.atmos.ucla.edu/static/computing/changetemppass.pdf for information about changing your temporary *EM* password.

1) When opening Apple Mail for the first time, you should be greeted the the 'Add Account' wizard. If you are not, select the **Apple** menu, then choose **Preferences**; select **Accounts**, and then click the + button in the bottom-left corner of the window.

2) Enter your name, e-mail address, and password.

3) Click the *Continue* Button

Welcome to Mail

Welcome to Mail

You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name:

Email Address:

Password:

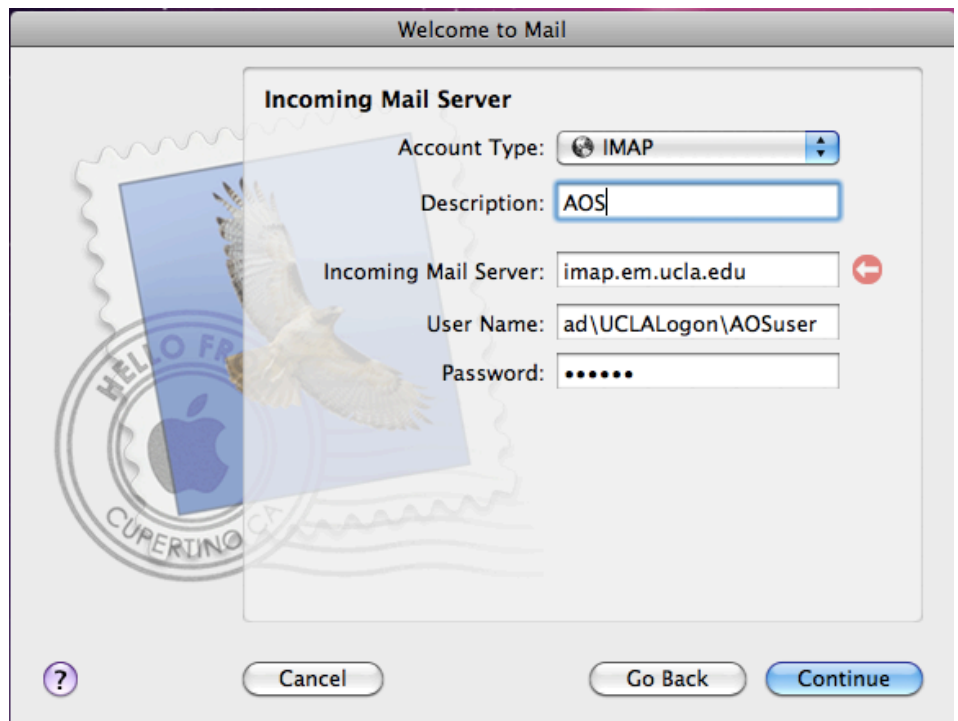
? Cancel Go Back Continue

4) Select either **POP** or **IMAP** in the Account Type drop-down menu. If you are not sure of the difference, feel free to ask James, Jared or Prashant and we can explain.

5) The Incoming Mail server is **imap.em.ucla.edu** for IMAP and POP accounts.

6) Enter *ad\Your_UCLA_Logon_ID*
\Your_AOS_username and *password*

7) Click the **Continue** button



8) Check the *Use Secure Sockets Layer (SSL)* button, and choose *Password* for **Authentication**

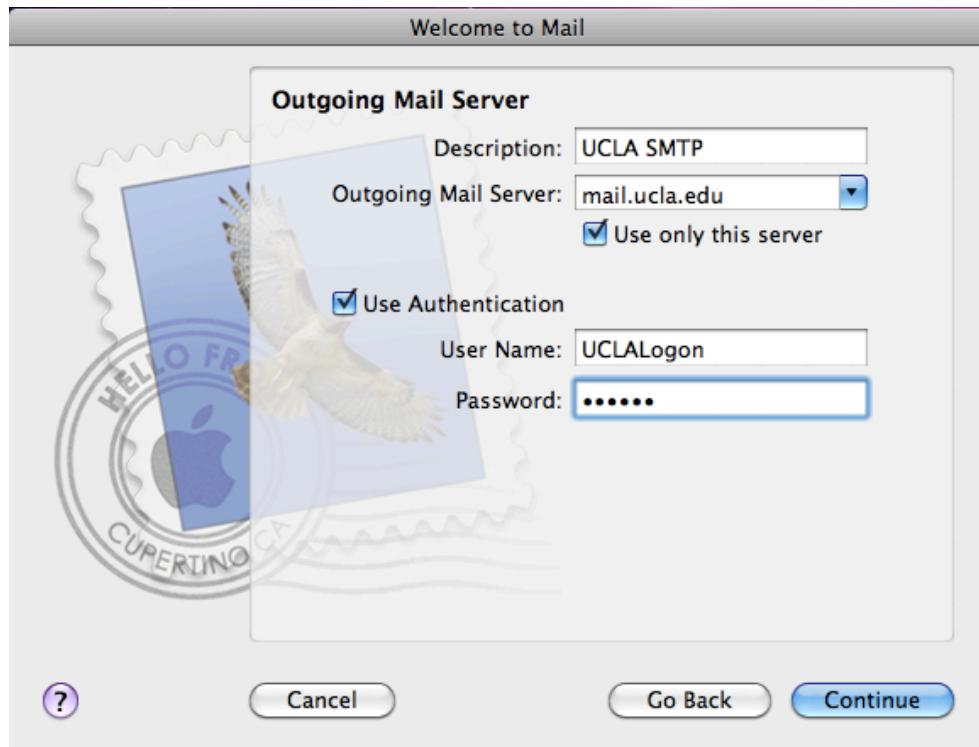


9) The Outgoing Mail server is **mail.ucla.edu**

10) Select the 'Use only this server' checkbox.

11) Ensure the 'Use Authentication' checkbox is checked and enter your *UCLA Logon ID* and password (also known as your BOL username and password).

12) Click the *Continue* button



13) Check the *Use Secure Sockets Layer (SSL)* button, and choose *Password* for **Authentication**

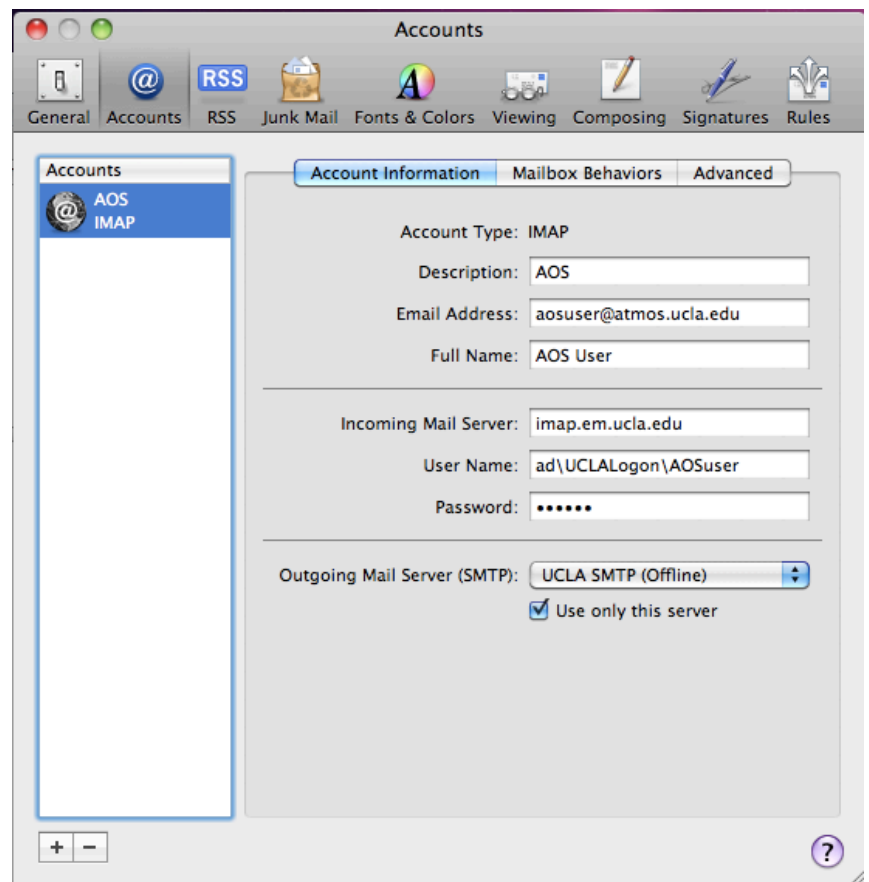


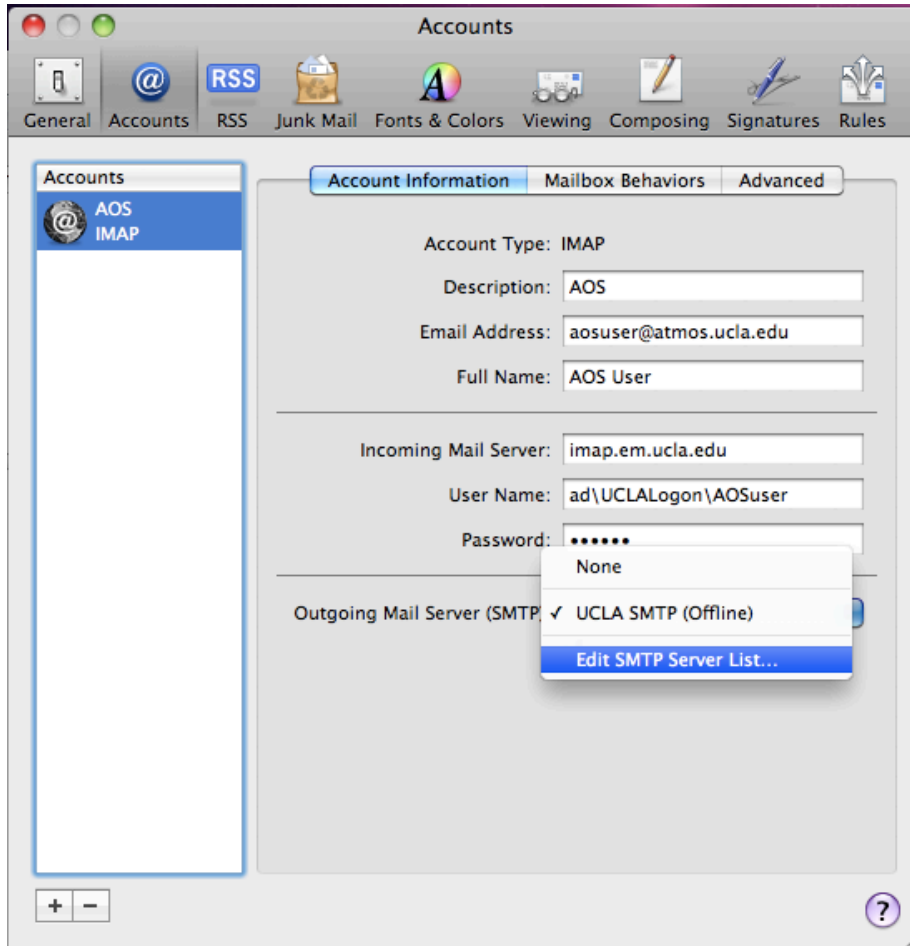
- 14) Review the settings, and if correct, click the Create button



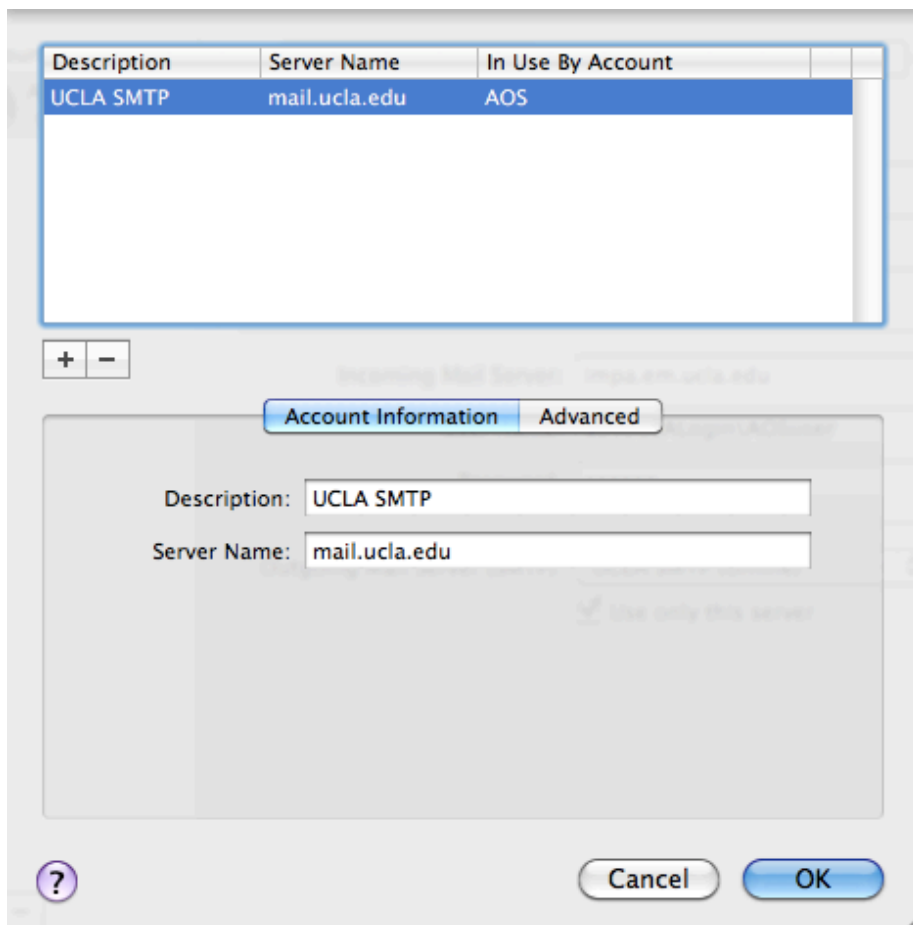
Apple Mail configuration for existing users with older operating systems

- 1) Open Apple Mail and select the '**Apple**' menu and then choose **Preferences**.
- 2) Select **Accounts**
- 3) Enter *imap.em.ucla.edu* in the **Incoming Mail Server** textbox
- 4) Enter *ad* \Your_UCLA_Logon_ID \Your_AOS_username in the **User Name** textbox.





5) Select Edit Server List in the **Outgoing Mail Server (SMTP)** dropdown menu.



6) Set your Outgoing Mail Server to **mail.ucla.edu**

7) Select the **Advanced Tab**

8) Ensure the **Use default ports** button is selected

9) Choose Password for **Authentication**

10) Enter your **UCLA Logon ID** and password (also known as your BOL username and password).

11) Click the OK button

12) Close the **Preference** window, and select Save when prompted.

