

AOS E-mail Configuration- Apple Mail

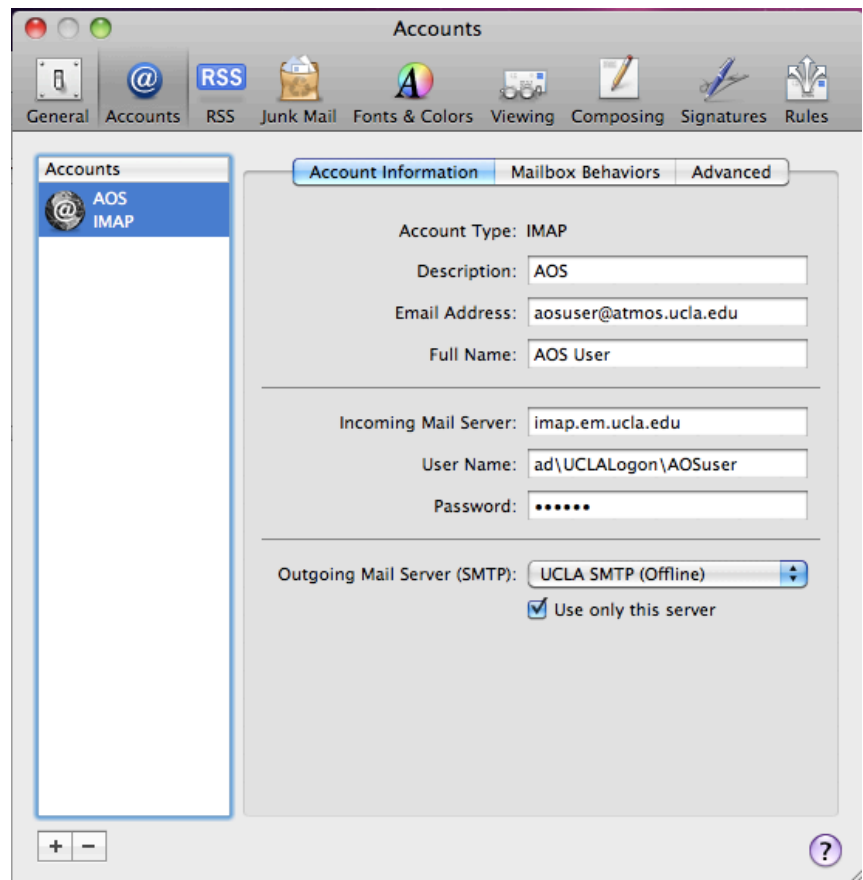
Account setup

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

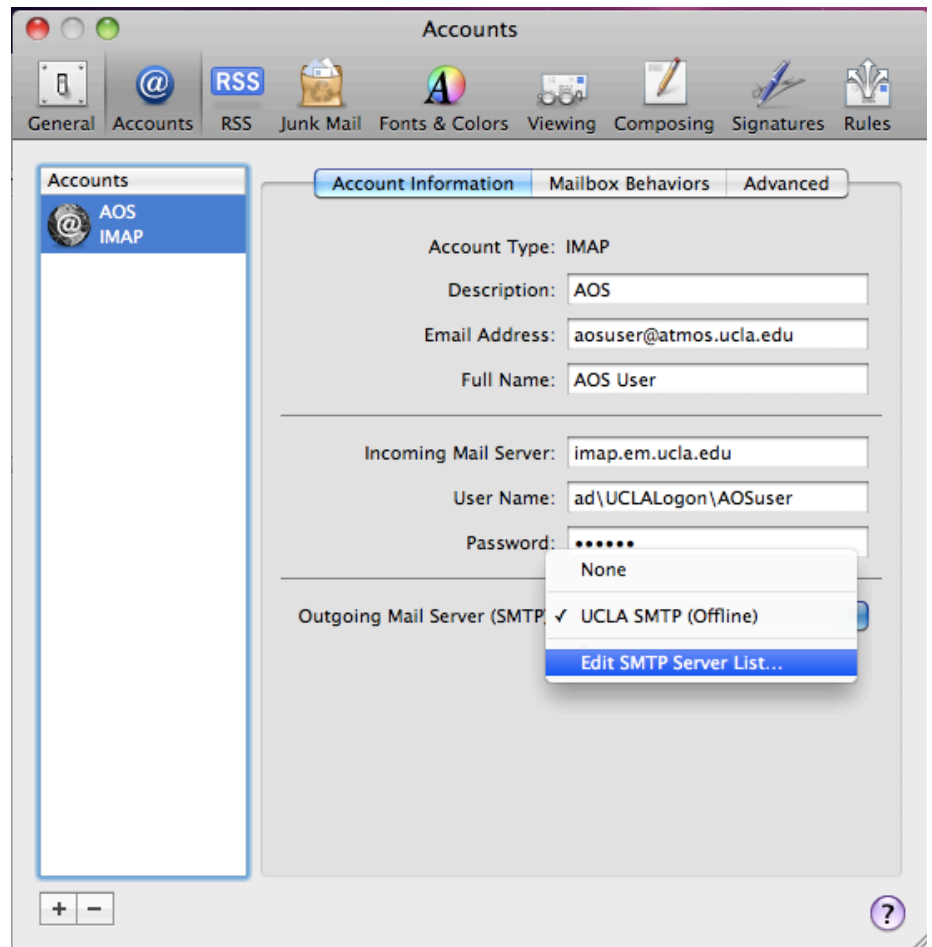
If you were given a temporary *EM* password, you will also need to change that password. Visit www.atmos.ucla.edu/static/computing/changetemppass.pdf for information about changing your temporary *EM* password.

Apple Mail configuration

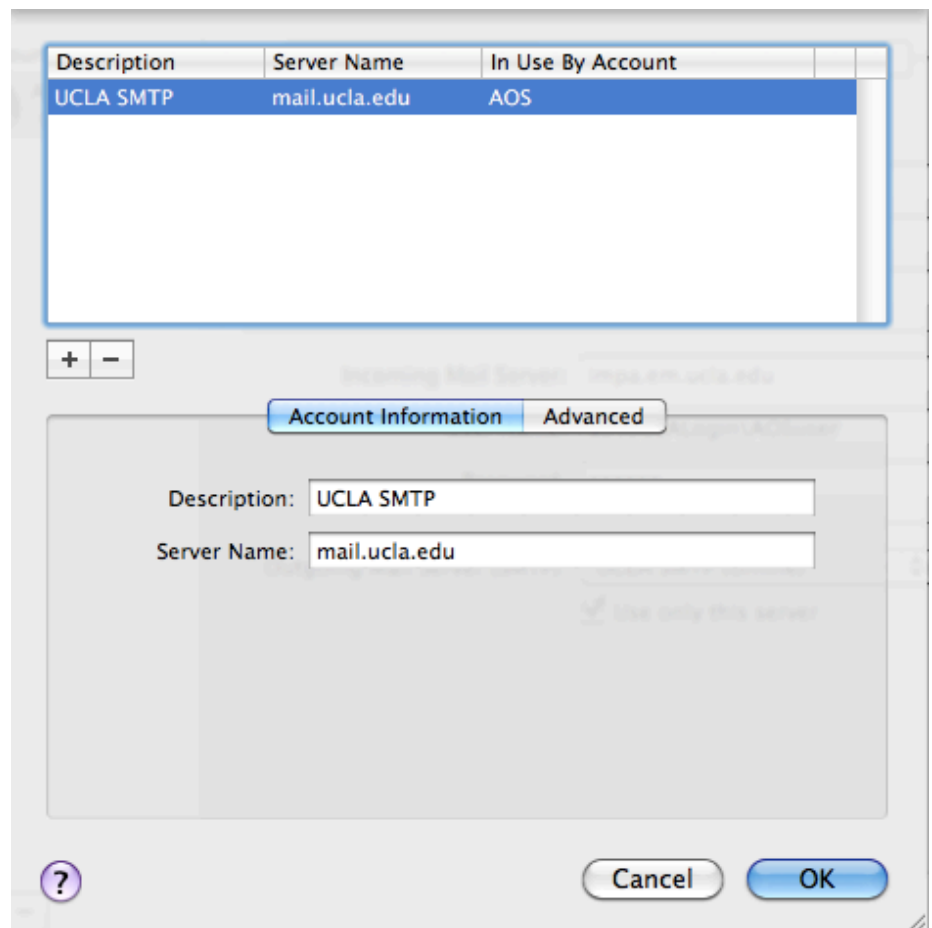
- 1) Open Apple Mail and select the '**Apple**' menu and then choose **Preferences**.
- 2) Select **Accounts**
- 3) Enter *imap.em.ucla.edu* in the **Incoming Mail Server** textbox
- 4) Enter *ad* \Your_UCLA_Logon_ID \Your_AOS_username in the **User Name** textbox.



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.

