Begin by clicking on the Mail icon on your icon dock at the bottom of the screen.
Click the radial button to the left of “Exchange”, then click “Continue”
Type in your name.
Type in your UTHealth ID, with @uthouston.edu at the end.
Type in your UTHealth Password.
You will only need to enter the Server Address information on this screen. Type in webmail.uth.tmc.edu in the Server Address field.
Account Summary

Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:

- **Account type:** Exchange
- **Full name:** Michael Orlando
- **Email address:** morlando@uthouston.edu
- **Server address:** webmail.uth.tmc.edu

This gives you a summary of the information you have entered. Click “Continue”
Select which apps you would like to sync up to your Exchange account. Any events created in your original e-mail application will show up in these apps. For example, if you create a meeting in your Outlook calendar, it will also show up in your Calendar app on your Mac.
Your e-mails will begin to sync up and generate in your Mac Mail App. This may take a couple of minutes.

Under Mail Activity, you will see a status bar that shows the progress of the e-mails being downloaded.

And that is it!

If you have any questions, send us an e-mail at gsbs.support@uth.tmc.edu

No Message Selected