

Begin by clicking on the Mail icon on your icon dock at the bottom of the screen



Mailboxes **Inbox** Sent Flagged Drafts

Mailboxes

Inbox

Sent

Smart Mailboxes

On My Mac

Deleted Messages

Mail Activity

Sort by Date ▾

## Choose a mail account to add...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Add Other Mail Account...



Cancel

Continue

Click the radial button to the left of "Exchange",  
then click "Continue"

Message Selected

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Sort by Date ▾

Name: Email Address: Password: 

Searching server for the specified email address...

Cancel

Go Back

Continue

Type in your name.  
Type in your UTHHealth ID, with @uthouston.edu at the end.  
Type in your UTHHealth Password.

Message Selected

Mailboxes **Inbox** Sent Flagged Drafts

## Mailboxes

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## Mail Activity

Sort by Date ▾

**Account Settings**

Account type: Exchange

Description: (optional)

User Name: morlando

Password: ●●●●●●●●

Server Address: webmail.uth.tmc.edu

Cancel

Go Back

Continue

You will only need to enter the Server Address information on this screen.  
Type in [webmail.uth.tmc.edu](http://webmail.uth.tmc.edu) in the Server Address field.

Message Selected

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**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

Cancel

Go Back

Continue

This gives you a summary of the information you have entered.  
Click "Continue"

Message Selected

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




Deleted Messages

Mail Activity

Sort by Date ▾

 Exchange

Select the apps to use with "michael.orlando@uth.tmc.edu"

-  Mail
-  Contacts
-  Calendar
-  Notes
-  Reminders



Cancel

Done

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.

Message Selected

Mailboxes **Inbox** **Sent** Flagged Drafts

## Mailboxes

Inbox

Flagged

**Sent**

Trash

## Smart Mailboxes

## Exchange

Conversation His...

News Feed

RSS Feeds

Mail Activity

Sort by Date ▾

9:32 AM

Yesterday

Yesterday

Yesterday

1/15/15

1/15/15

1/14/15

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](mailto:gsbs.support@uth.tmc.edu)

No Message Selected

