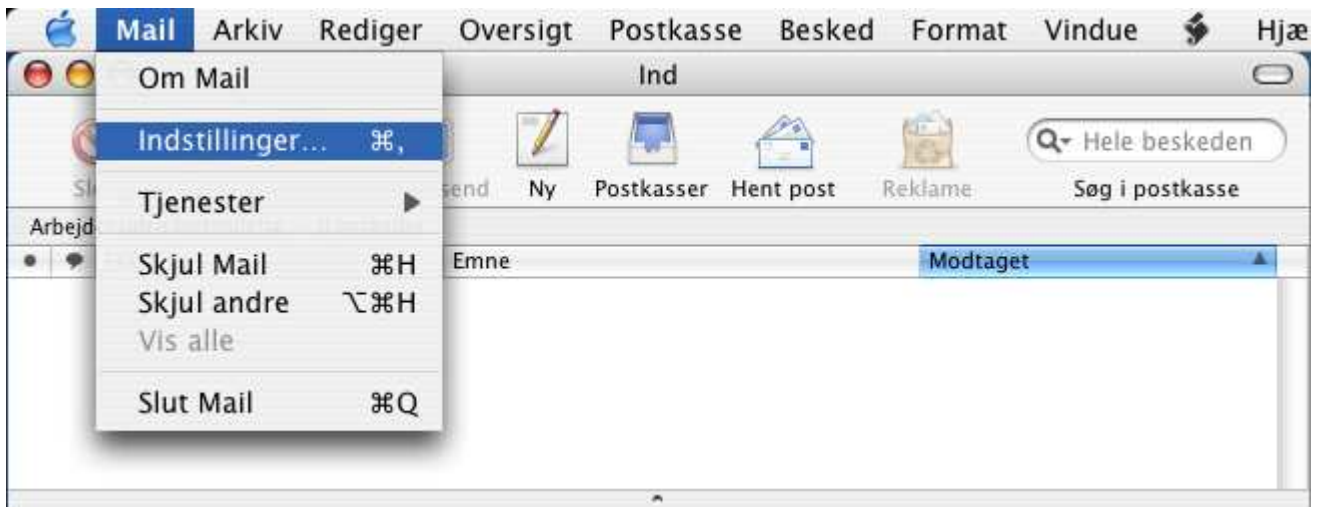


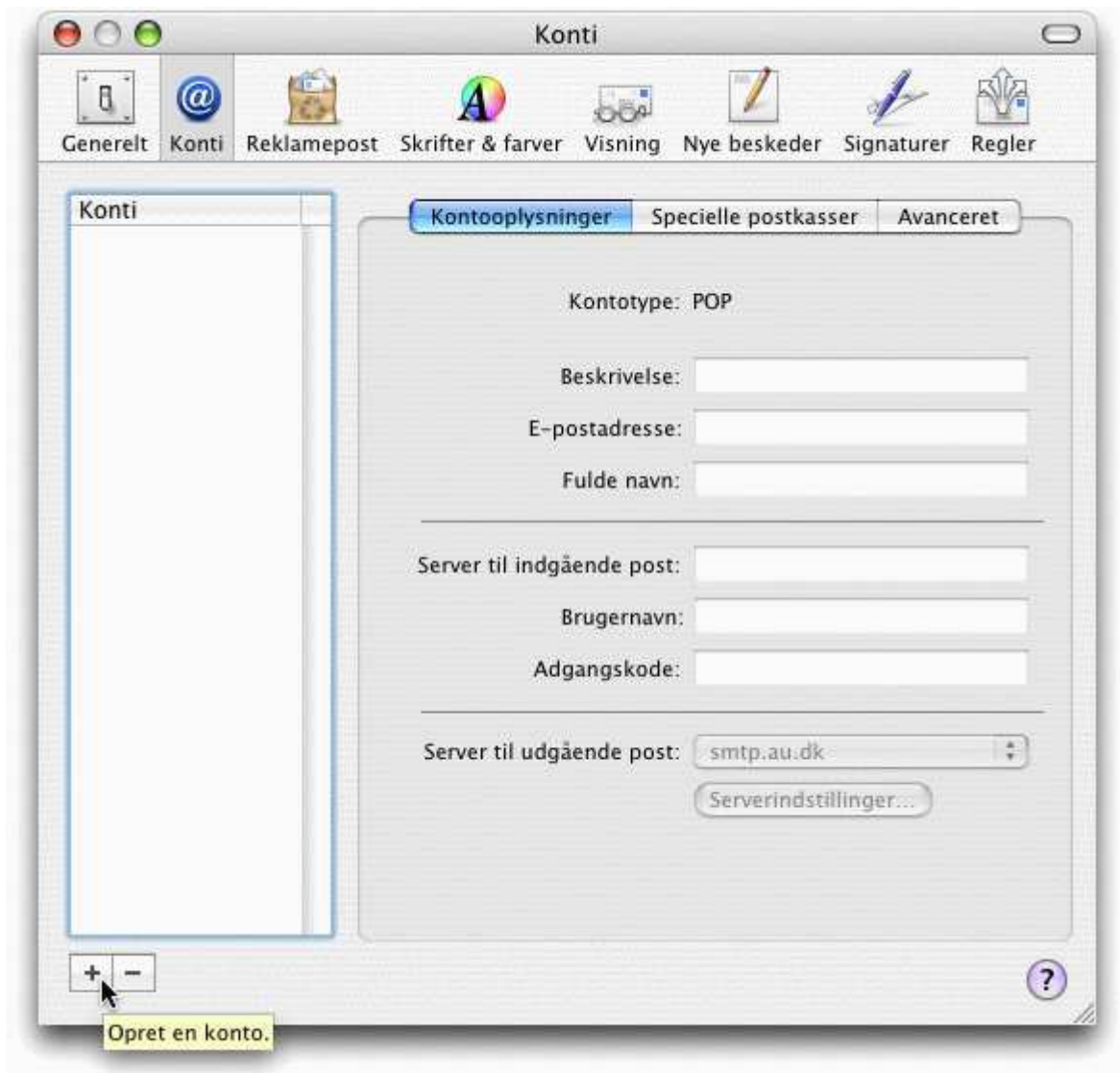
How to set up

Apple Mail

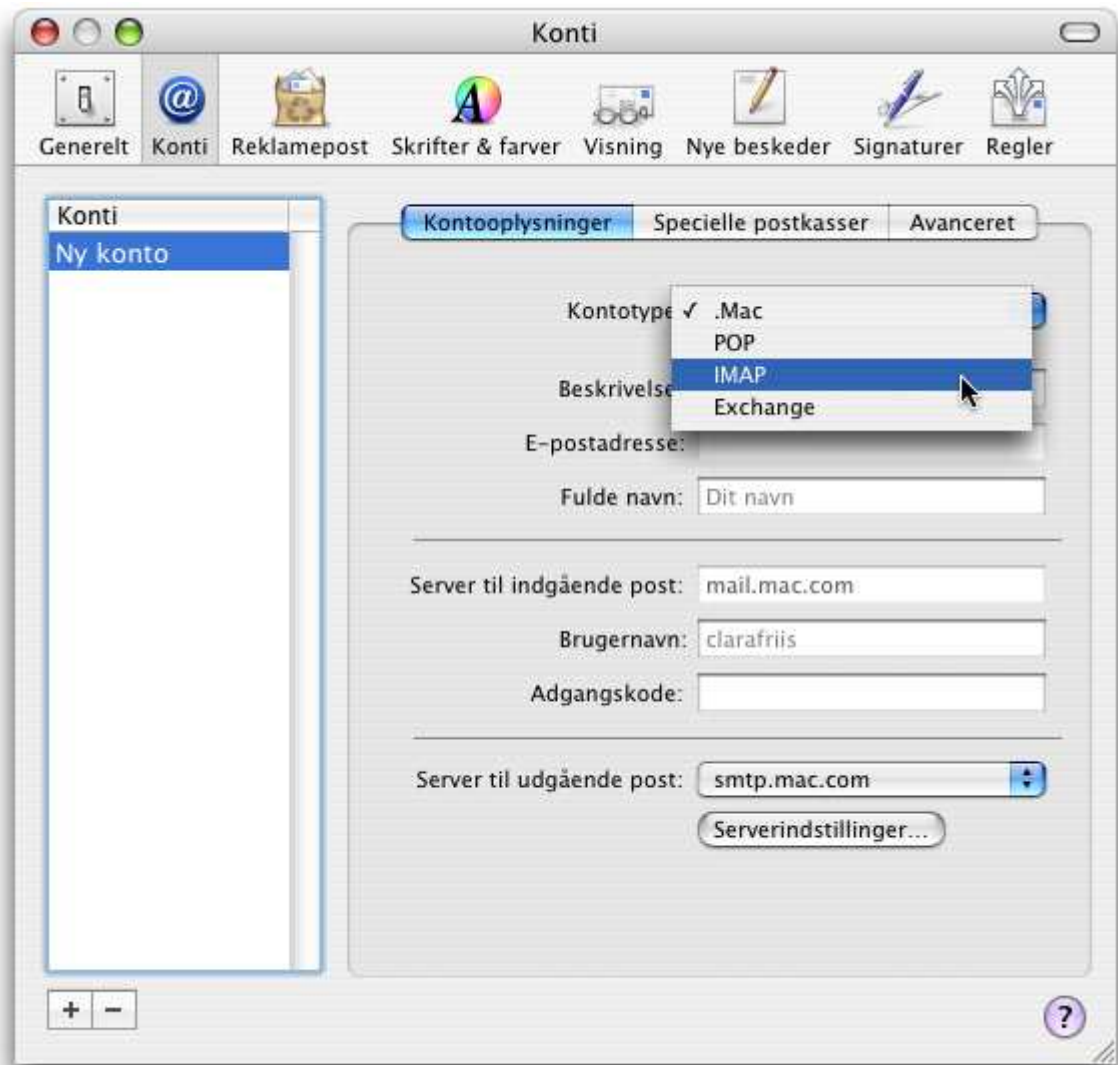
to check email from the University of Aarhus



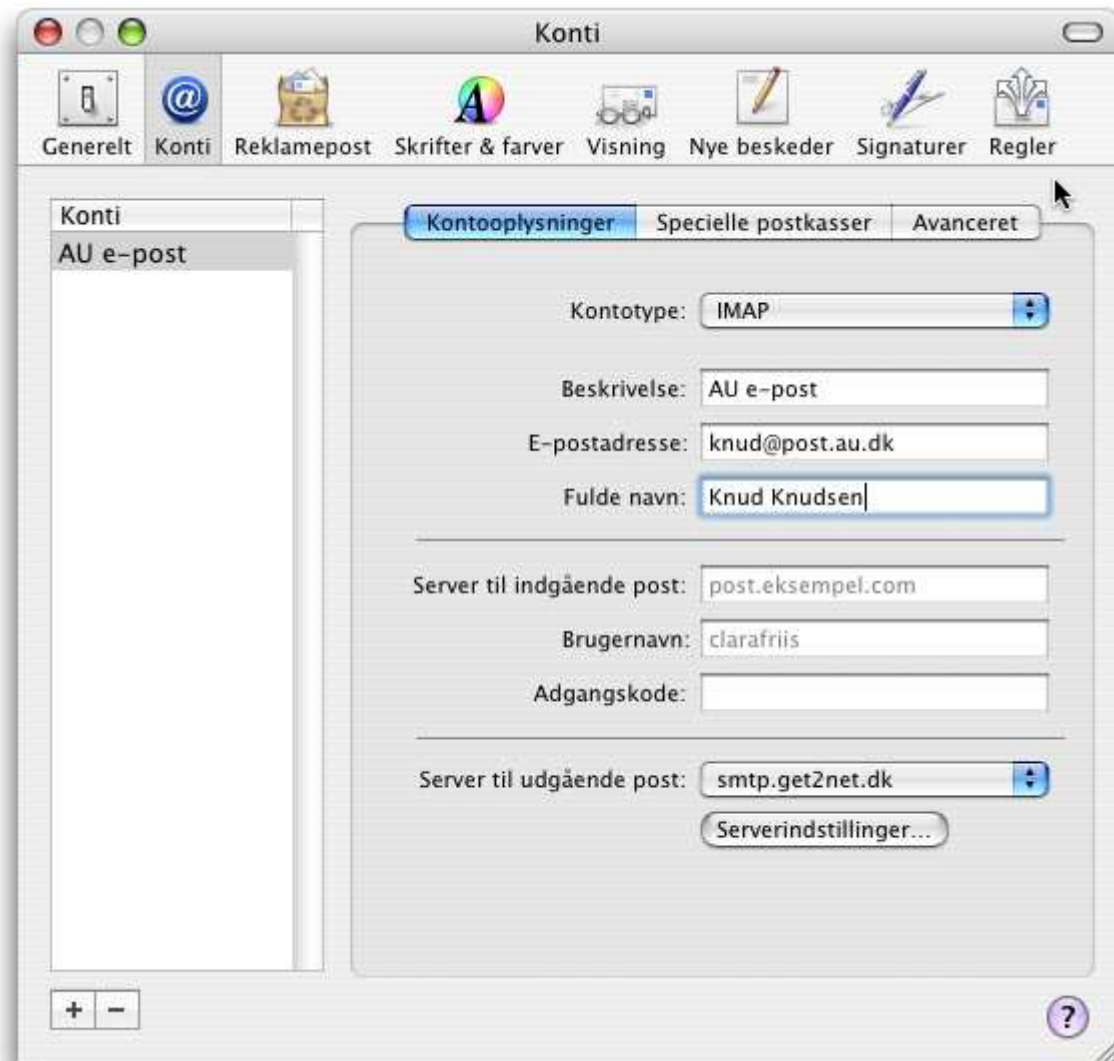
In the Mail menu, select Indstillinger...



Click the + button in the lower left-hand corner to create a new account.

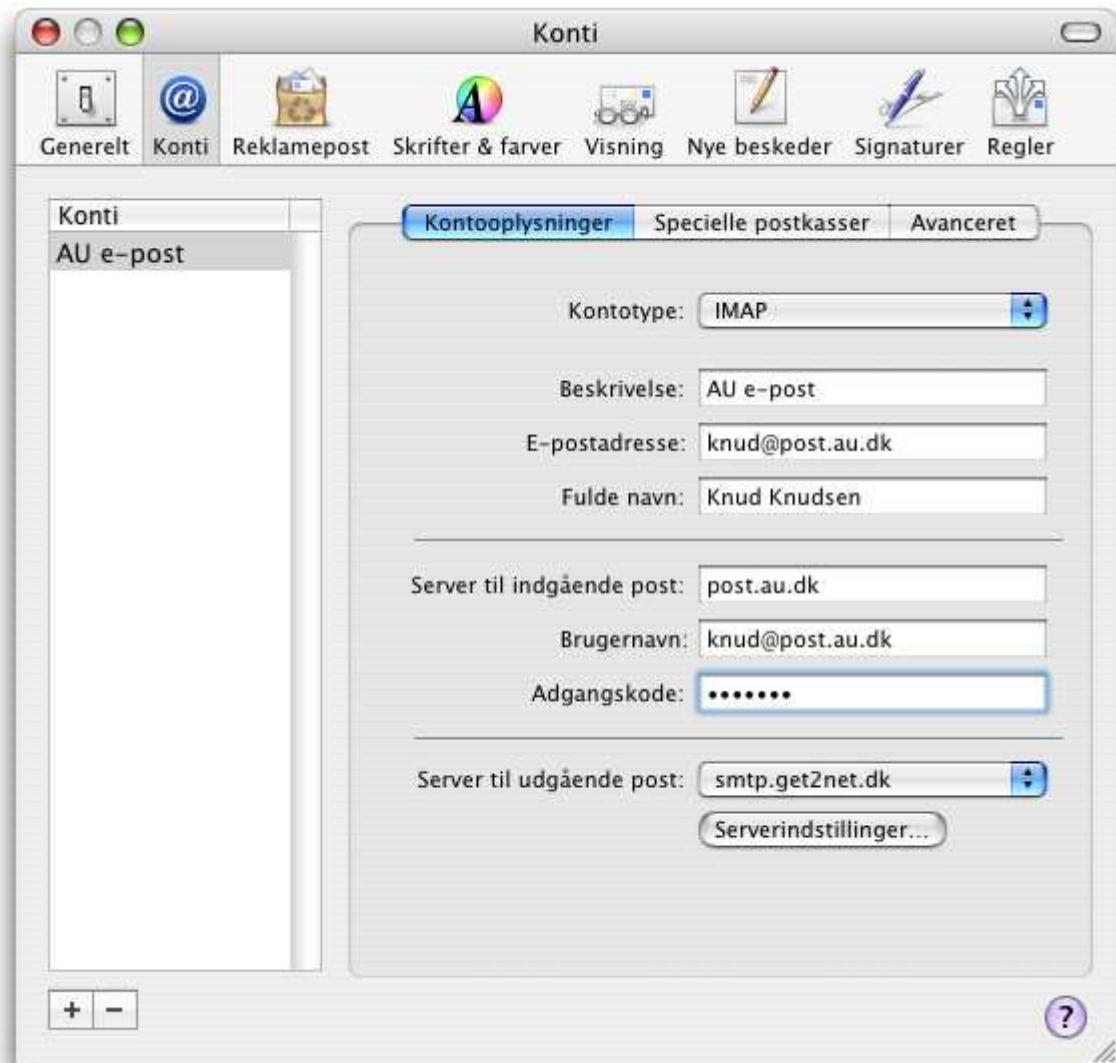


Choose the account type IMAP from the menu.



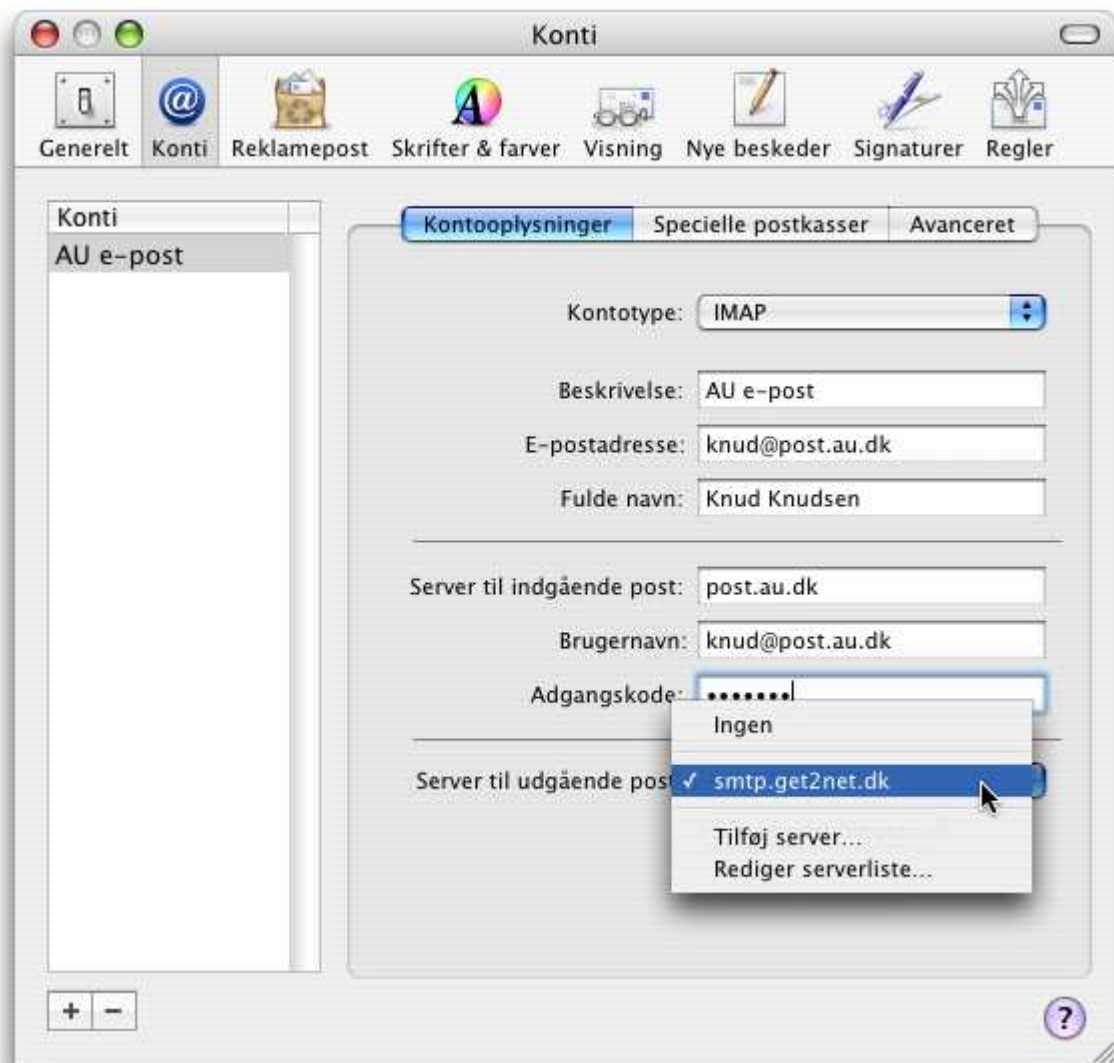
Give your new mail account a fitting name in the field Beskrivelse and then fill in the field E-postadresse with the address that you want to use as your sender and reply-to address. For this purpose you might consider using the more easily rememberable alias that you have been given (constructed from your name).

Fill in the field Fulde navn with the name that you want recipients to see when they receive email from you.



The server for incoming mail is called post.au.dk.

Brugernavn is your AU email address or any alias that you have created, and Adgangskode is the same password that you use to log on to the online Self-service.



In the dropdown menu Server til udgående post you must select your ISP's server for outgoing email.

You cannot send email over the SMTP-server at the University of Aarhus.

If you have set up any other email accounts in Mail their SMTP addresses will appear here. If not, you will have to contact your ISP.

As a general rule SMTP servers are named something along the lines of smtp.name_of_your_isp.dk.



Click Arkiver when you are asked to activate your account. The next time you check for new email in Mail you will also receive email from your AU email account.

Happy emailing!