

STUDENT MAIL CONFIGURATION

APPLE MAIL

1. Open **Apple Mail**.



2. Choose **"Other..."**. Pres Continue.

If you already configured another mail-account, choose **"Mail"** in the menu bar at the top of the screen and then **"Add Account"**.

Vælg en Mail-kontoudbyder...

- iCloud
- Exchange
- Google
- YAHOO!
- AOL
- Anden Mail-konto...

? Slut Fortsæt

3. Write your **name**, your mail address in the form **studynumber@post.au.dk** as well as the **password** you are using on the self-service platform. Press Log in.

@ Tilføj en Mail-konto

Angiv følgende oplysninger for at komme i gang:

Navn: John Doe

E-mailadresse: 123456789@post.au.dk

Adgangskode: ●●●●●●

Annuller Tilbage Log ind

- Apple Mail will ask for authentication for the account. To do this, write your **auID** under “**Username**” in the form **auXXXXXX**.

Make sure that **IMAP** is chosen as “**Account type**”.

Make sure that “**Incoming Mail Server**” and “**Outgoing Mail Server**” is set to **post.au.dk**.

Press Continue.

- Make sure that **E-Mail** is checked. Press continue.

- Your student mail should be loaded, the configuration is done and you are ready to go.

If this is not the case, go to the menu bar at the top of the screen, choose “**Mail**” and then “**Settings**”. Under “**Accounts**” choose “**Server Settings**”

E-mailadresse: 123456789@post.au.dk
Brugernavn: auXXXXXX
Adgangskode: ●●●●●●

Kontotype: IMAP
Server til indgående post: post.au.dk
Server til udgående post: post.au.dk

Kan ikke bekræfte kontonavn eller adgangskode.

Annuller Tilbage Log ind

Vælg de programmer, du vil bruge med denne konto:

E-mail
 Noter

Annuller Tilbage Næste

Konti

Generelt Konti Reklamopost Skriftter & farver Oversigt Nye beskeder Signaturer Regler

post.au.dk IMAP

Kontooplysninger Postkassehandlinger Serverindstillinger

Server til indgående post (IMAP)
Brugernavn: au482032
Adgangskode: ●●●●●●
Værtsnavn: post.au.dk
 Administrer forbindelsesindstillinger automatisk
Avancerede IMAP-indstillinger

Server til udgående post (SMTP)
Konto: post.au.dk
Brugernavn: au482032
Adgangskode: ●●●●●●
Værtsnavn: post.au.dk
 Administrer forbindelsesindstillinger automatisk

7. Remove the check from the boxes **“Automatically manage connection settings”** and new options will appear.

Make sure that **“Incoming Mail Server”** is set to port **993** and **“Use TLS/SSL”** is chosen.

Make sure that **“Outgoing Mail Server”** is set to port **587** and **“Use TLS/SSL”** is chosen. Confirm the settings.

Your student mail should be loaded, the configuration is done and you are ready to go.

