Setting up NSU Email on Apple Mail

Mac OS X (10.7 – Lion)

Step 1:
Open Apple Mail.

Step 2:
Enter the appropriate information in the following fields:

- **Full Name:** Enter the name you wish to have displayed on your outgoing e-mails.
- **Email Address:** Enter your full VSU e-mail address.
- **Password:** Enter your VSU e-mail password.

Finally, click the Continue button.
Step 3:
Configure incoming server

Fill out the fields with the following information:

1. Account Type – IMAP
2. Description – Anything can be used here. For example: “NSUMail”
3. Incoming Mail Server – pod51011.outlook.com
4. User Name – Full NSU email address (janedoe@nova.edu)
5. Password – Your email password
6. Click ‘Continue’

Step 4:

Make sure the checkboxes in front of the following entries are marked:

- Contacts
- Calendars

Then, click the Create button.

Step 5:

Finally, you will be taken to your Inbox.

Congratulations! You have successfully setup your e-mail account on Apple Mail.

If you have problems when trying these instructions, or if you have other question concerning your NSU email account, please contact the Help Desk at 954-262-4357 or 800-541-6682 ext. 24357.