Mail Setup for Mac OSX (Mountain Lion)

When you first open Mail you will see the "Welcome to Mail" dialog

Fill in your full name, email address (janedoe@nova.edu), and password.

Click "Continue".

Press the Option key when clicking "Continue" to manually enter the server settings of NSU.

- **Incoming Server**: POD51011.outlook.com
- **Outgoing Server**: POD51011.outlook.com
- **Port#**: 993        **Security**: SSL

To add another email account follow one of these steps:

- In Mail select **File > Add Account…** then follow the onscreen instructions.
- Select **Apple () menu > System Preferences… > Mail, Contacts & Calendars**

- Click "Add Other Account…” then follow the onscreen instructions.
Setting up your NSU email account with Mac OSX Mail

Step 1

Open the ‘Mail’ application located in your ‘Applications’ folder.

Step 2

Fill out the fields with the following information:

1. Full Name – This is your name as you want it to appear when you send email.
2. Email Address – This is your full NSU e-mail address (janedoe@nova.edu).
3. Password – The password for your email account.
4. Click ‘Continue’
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 ‘Use Secure Sockets Layer (SSL)’ is checked if it isn’t. Make sure ‘Password’ is selected for ‘Authentication’ if it isn’t.

Click ‘Continue’.

Step 5 – Configure outgoing server

Fill out the fields with the following information:

1. Description – NSU Mail Outgoing
2. Outgoing Mail Server – pod51011.outlook.com
3. Use Authentication – Uncheck this if it is checked
4. Click ‘Continue’
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.