

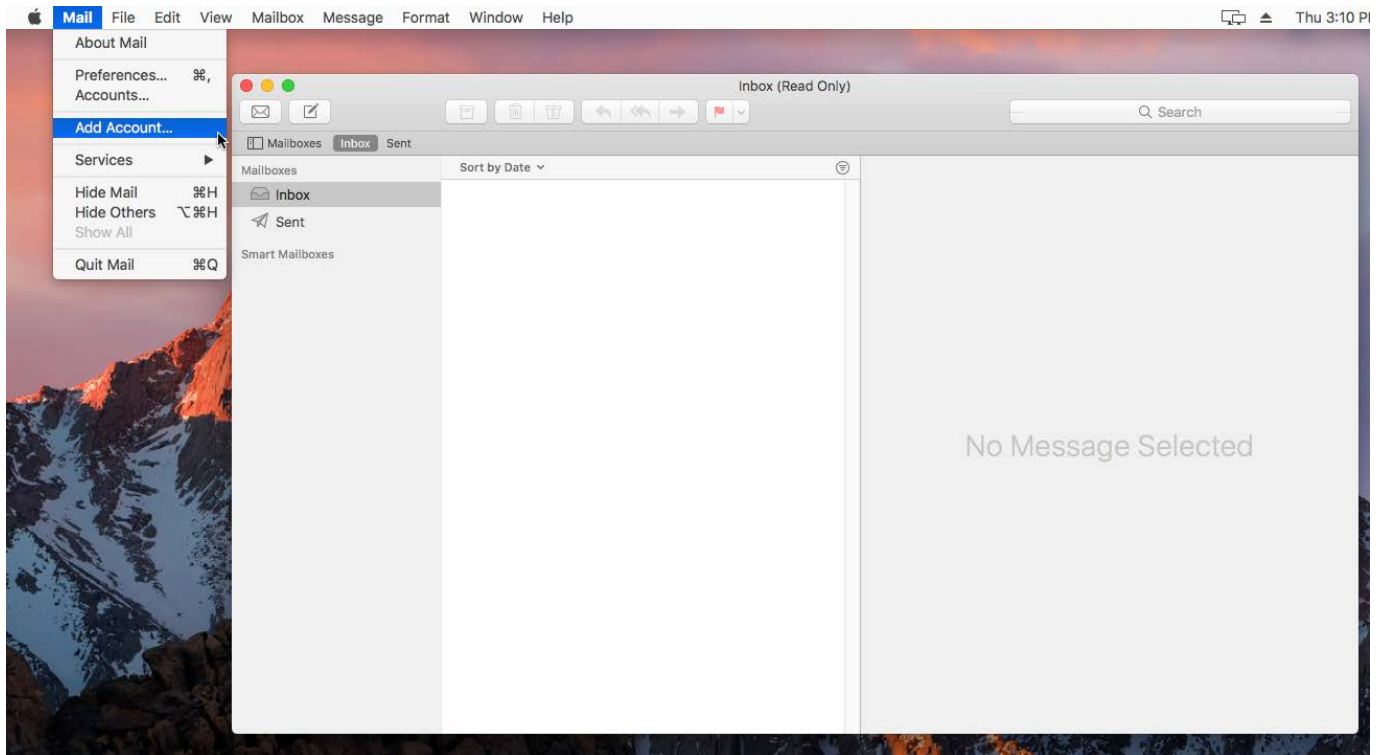
Connecting Ship Email to Apple Mail

To set up your email with the built-in Apple Mail on your Mac, follow these directions:

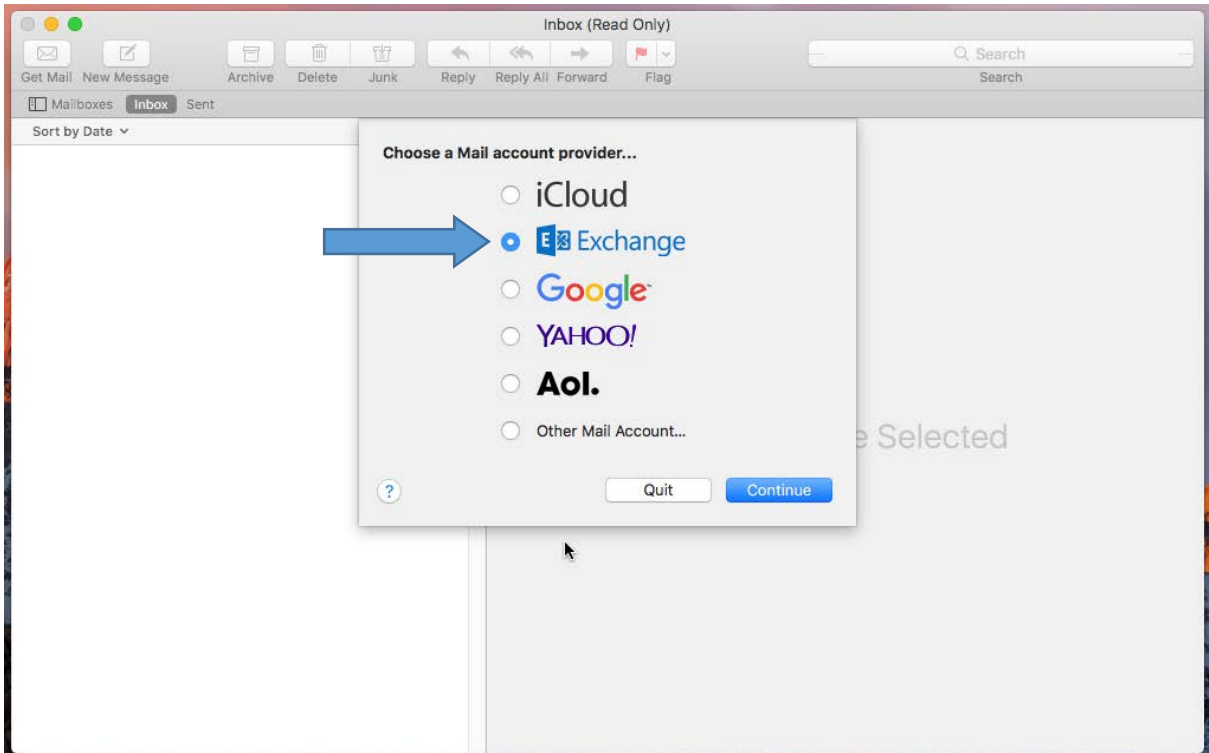
1. Open the Mail App by finding the icon in the Applications folder and double-clicking on the icon.



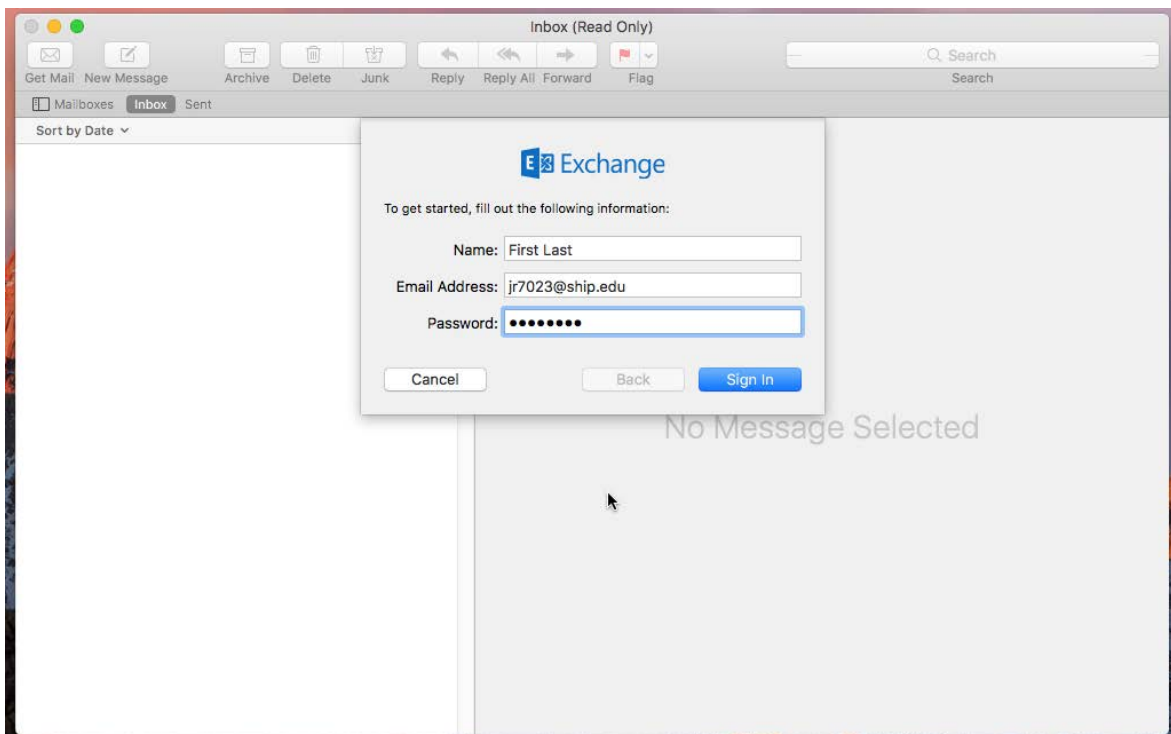
2. If you have an existing account set up in Apple Mail, click on the **Mail** menu and choose **Add Account...** Otherwise, you can proceed to Step 3.



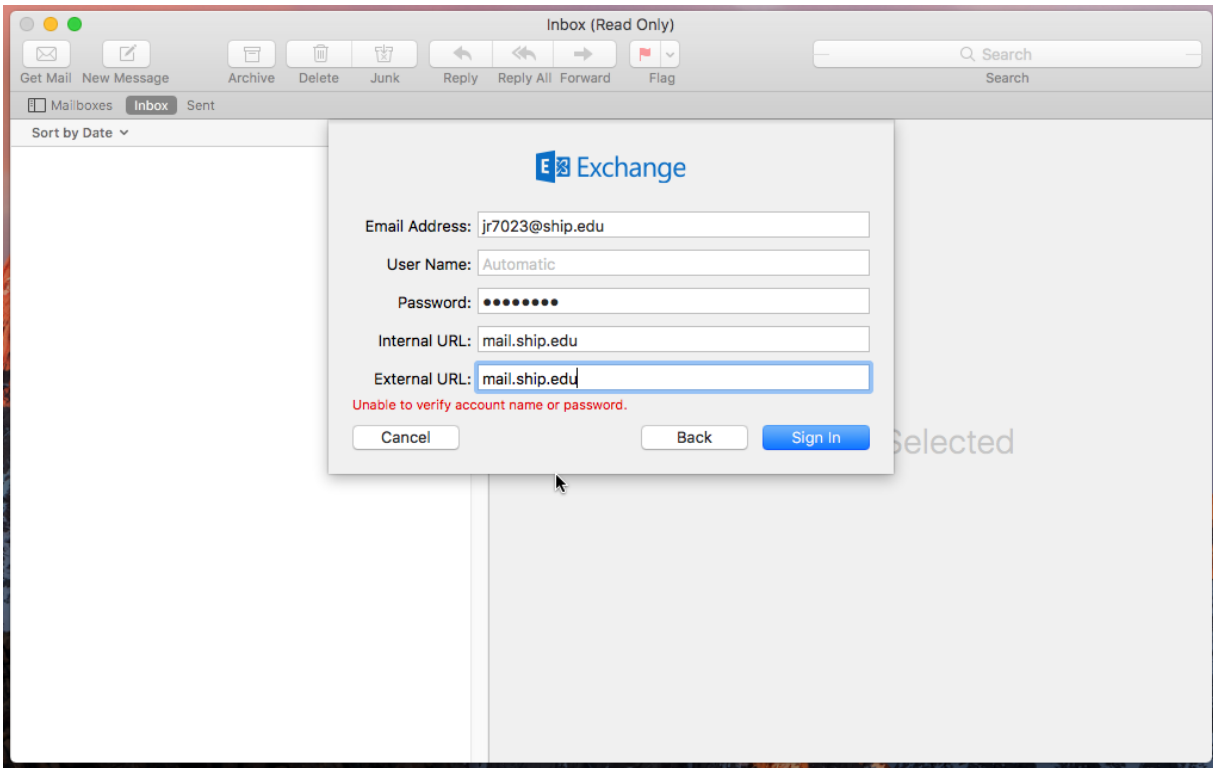
3. When asked to choose a Mail account provider, choose **Exchange** and click **Continue**.



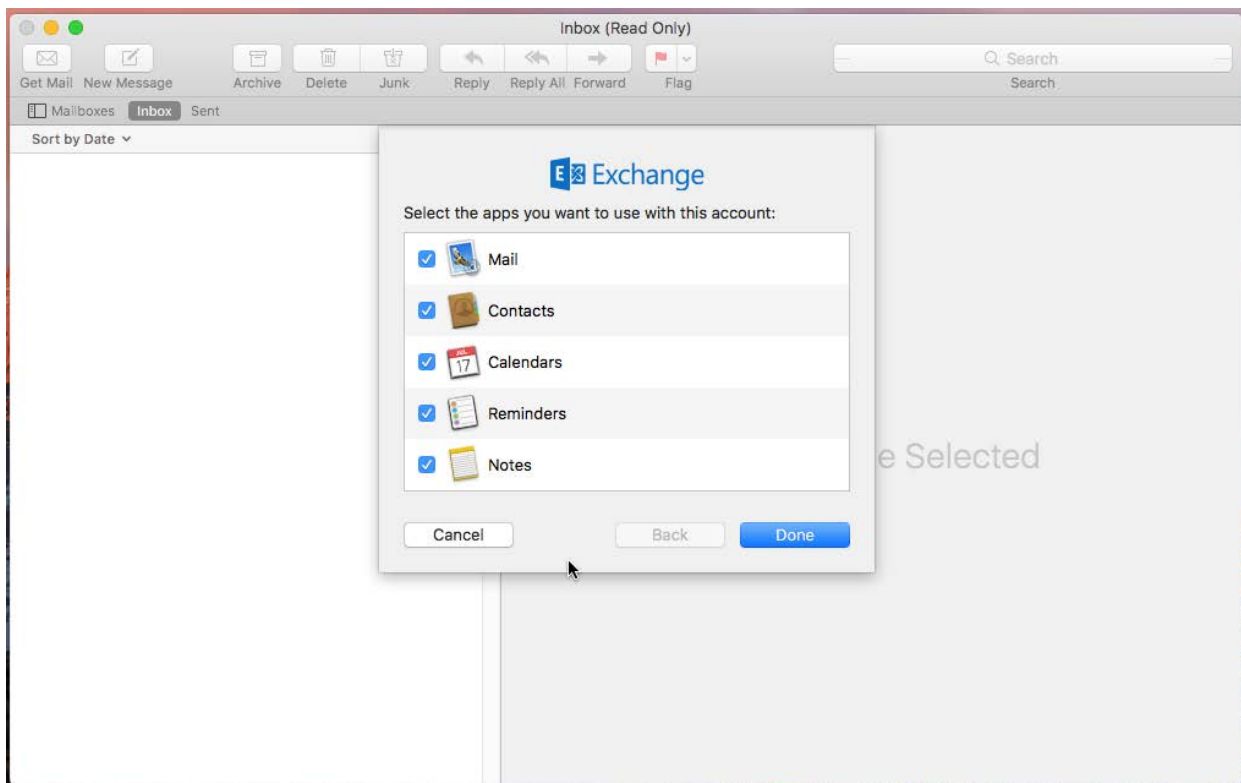
4. When prompted, enter your first and last name, email address, and password. Then click **Sign In**.



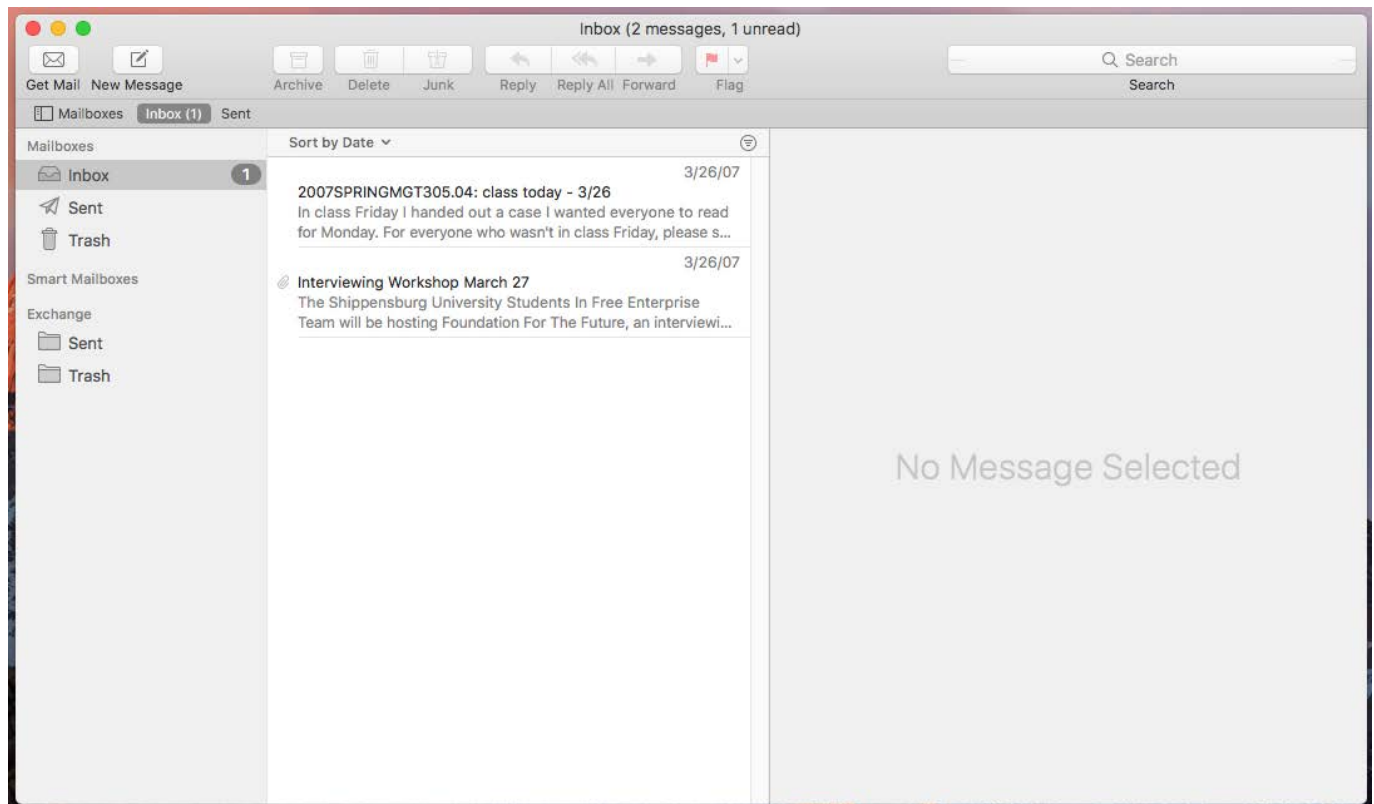
- When prompted, enter **mail.ship.edu** for both the Internal and External URL fields, then click **Sign In**.



- You will be asked what apps you want to use with this account, click the **Done** button.



7. At this point, you are back at the Inbox, and you will begin to see email messages appear as they synchronize to Apple Mail.



Need Help?

The Technology Help Desk can assist you with adding your mail account!
Bring your laptop or mobile device to the Help Desk (Ezra Lehman Library for students or MCT 071 for employees) and we can help you install Microsoft Office.

717-477-HELP (x4357)
helpdesk@ship.edu