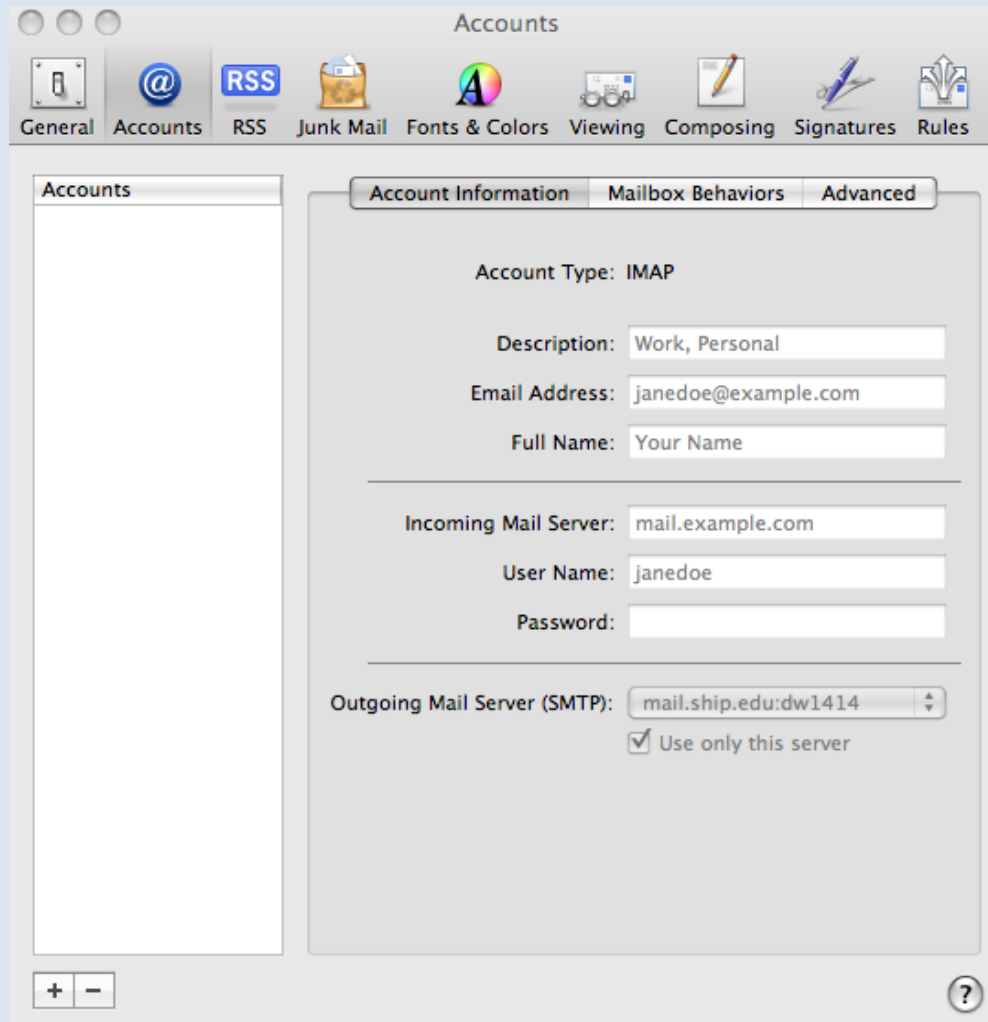




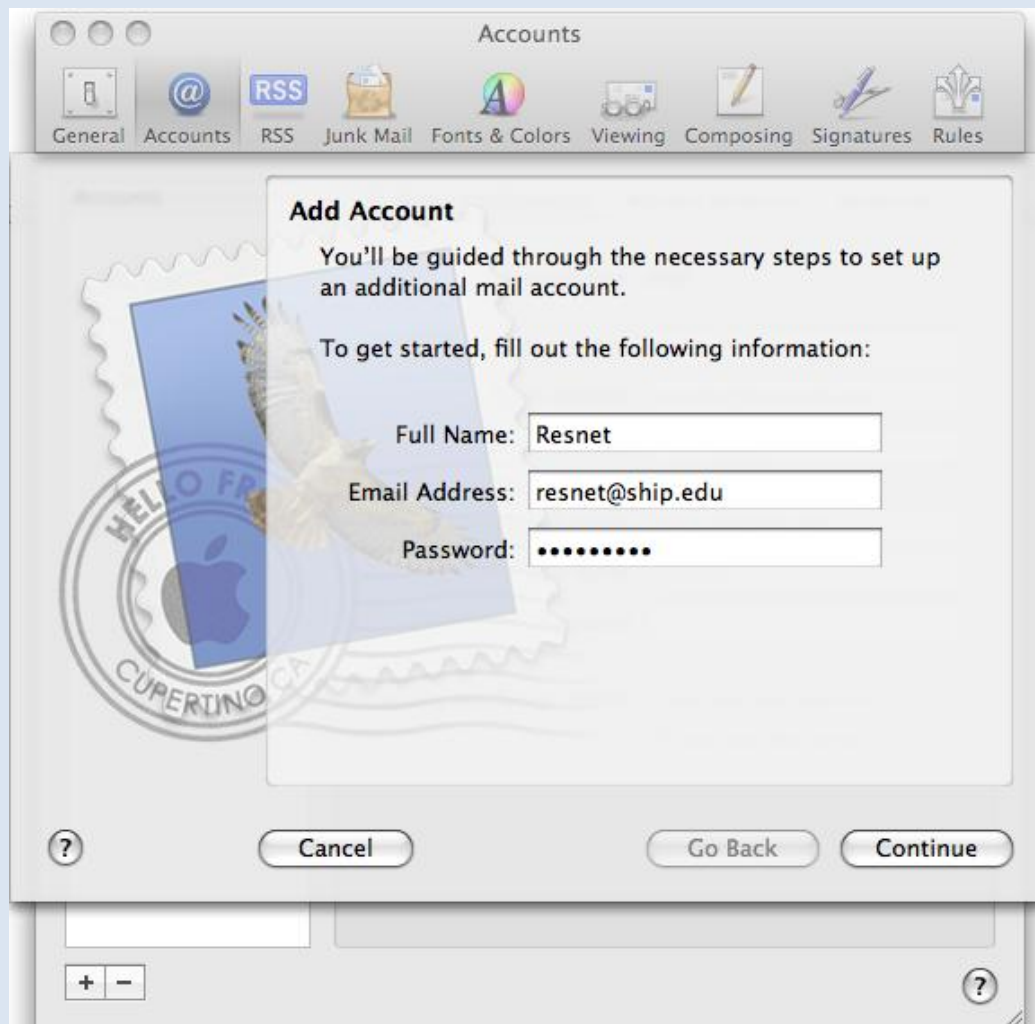
SU Helpdesk Presents:



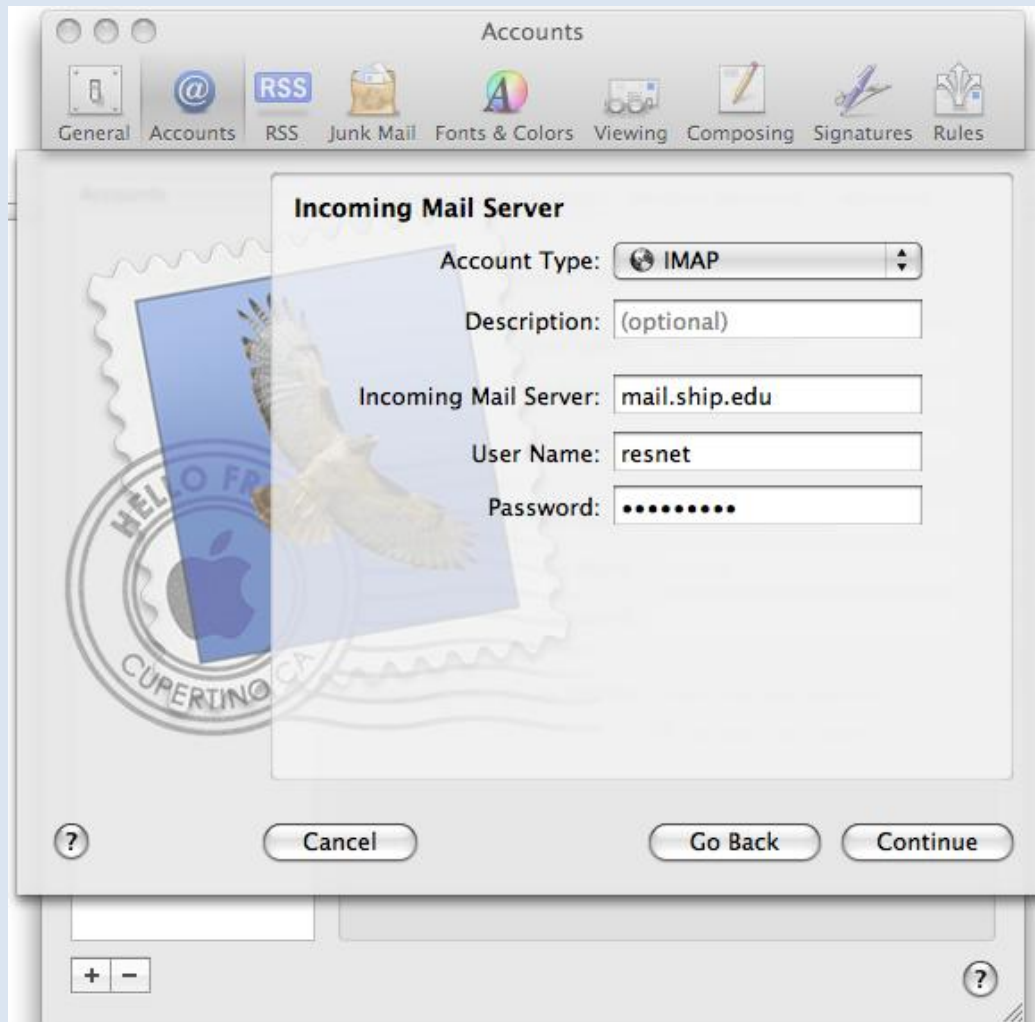
Ship Email Account Setup: Apple Mail



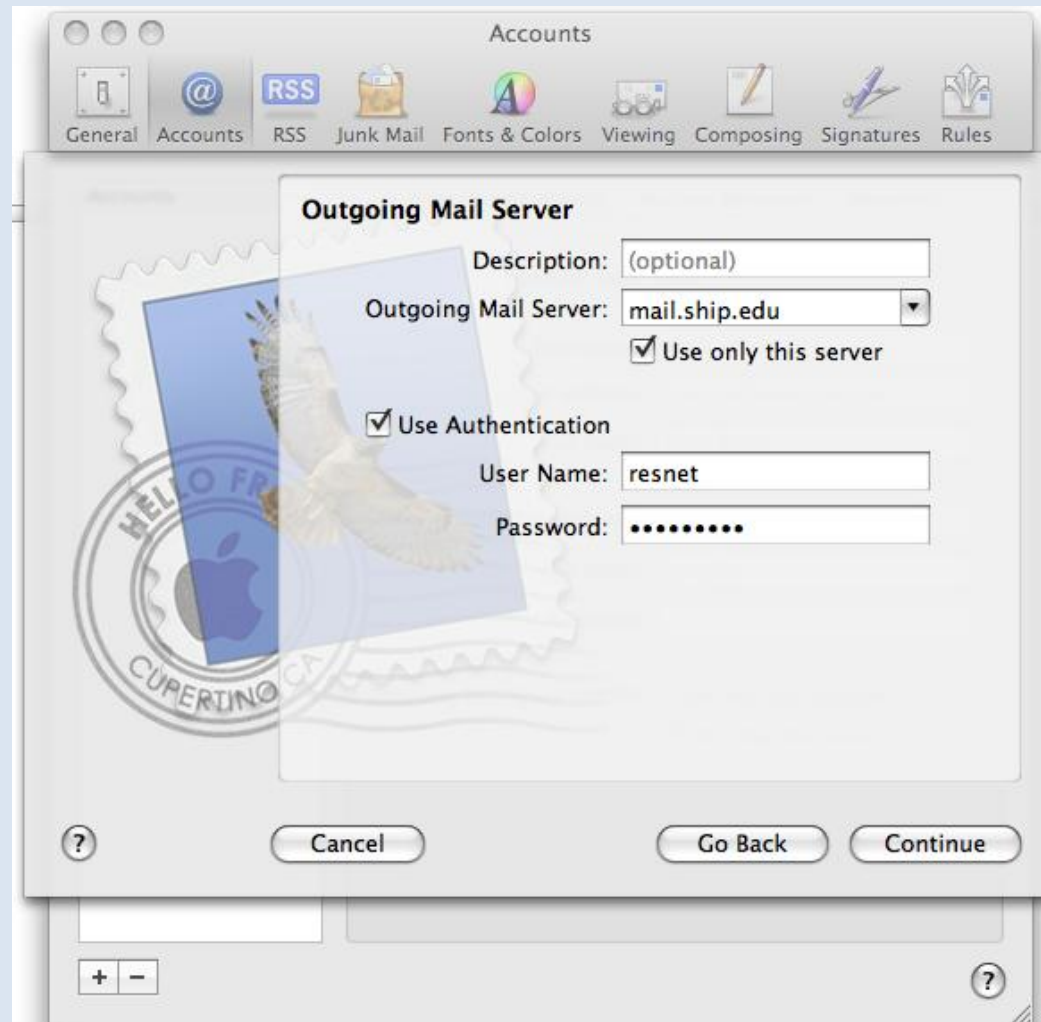
Step 1: In Apple Mail open the Preferences under the Mail menu at the top of the screen. Click the accounts button at the top. Click the Plus button at the bottom of the accounts window



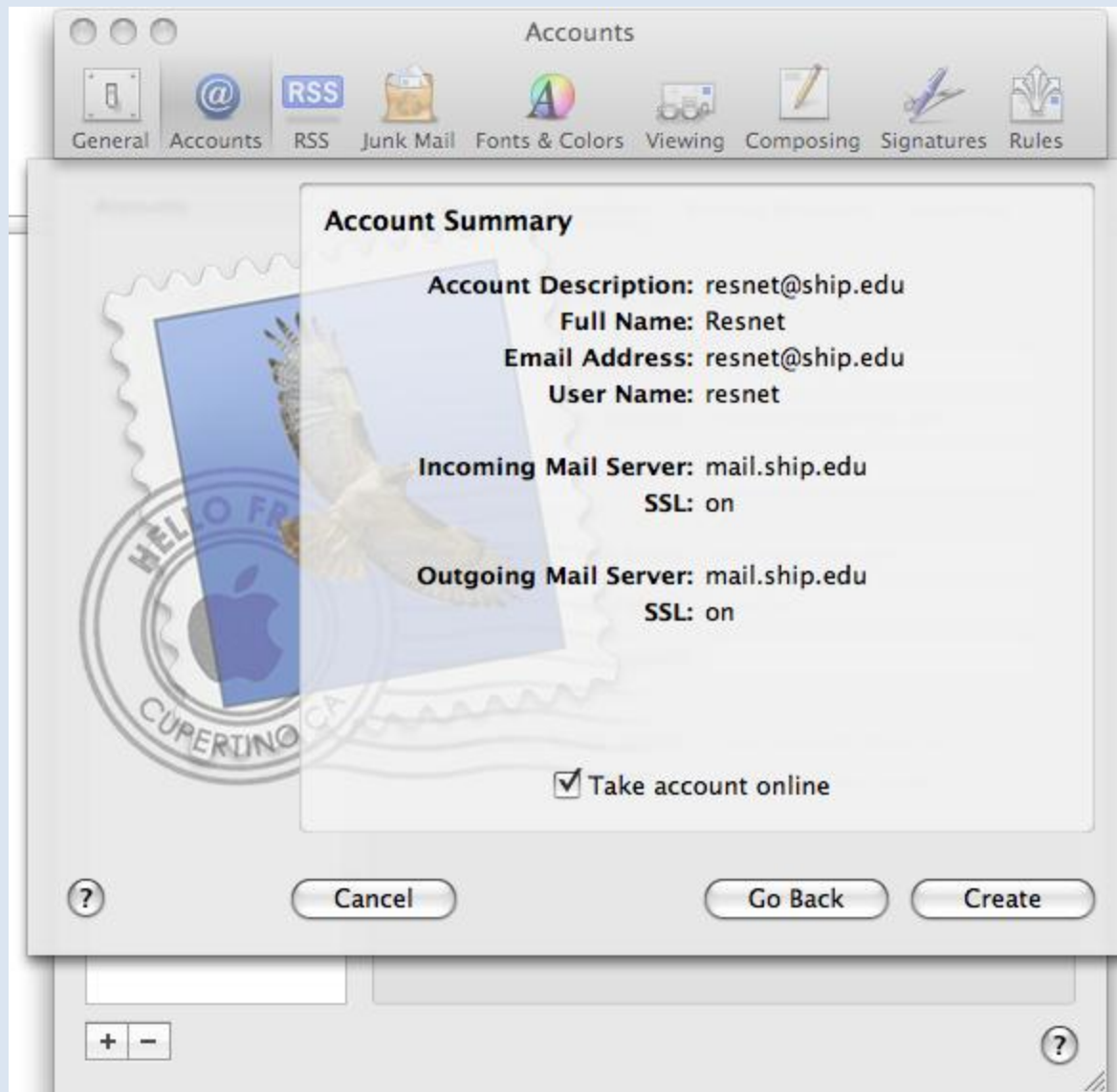
Step 2: Enter your Name, Shippensburg email address, and email password and click continue.



Step 3: Select IMAP as the account type and enter mail.ship.edu as the incoming server (the rest of the information should already be filled out). Click “continue”.



Step 4: Enter mail.ship.edu as the Outgoing Mail Server and click the "Use Authentication" checkbox. Click "Continue".



Step 5: Confirm all your information is correct and Click “create”.

Everything should be fully functional to you from this point out. If you do not see your inbox folder after you completed all these steps, simply open your account properties again, and then close them. This triggers Windows Mail to download all the folders again and the inbox folder should download this time. The program will automatically update itself whenever you receive new emails and download the emails to your folder. We recommend that you create a test email to send to yourself to ensure that everything is configured properly for you to both send and receive e-mails. If you didn't receive your test e-mail, then please go through the steps again and be sure there isn't anything you forgot to do. If you can't troubleshoot the issue yourself, then please bring it down to us where we will do what we can to try to resolve the issue for you.