Apple Mac Mail Configuration Instructions
*Office 365 is only compatible with Mail versions 10.6 and 10.7. If you are using OS 10.5 or lower you will need to use the Outlook 2011 or the Web App.*

1. Open Mail, and then do one of the following:
   a. If you have never set up any e-mail accounts using Mail, the Welcome to Mail page will appear. Go to step 2.
   b. If you have already created e-mail accounts using Mail, on the Mail menu, click Preferences. On the Accounts tab, click the plus sign (+) at the bottom of the navigation pane to open the Add Account window.

2. In the Welcome to Mail or Add Account window:
   a. In the Full Name box, enter the name you want displayed to others.
   b. In the E-mail Address box, enter your full UNO e-mail address (e.g. jsmith@unomaha.edu).
   c. In the Password box, enter your UNO NET ID password for your e-mail account, and click Continue. (If you don’t remember your NET ID password, reset it at http://password.unomaha.edu.)
   d. The Mail program will use the information you entered in the previous step to try to set up your e-mail account automatically.

3. If the Mail program was able to set up your account automatically, in the Account Summary dialog box, under Also Set Up, select the additional options you want.
   a. If you want to use the Address Book, select Address Book Contacts.
   b. If you want to use the iCal calendar program, select iCal calendars.
   c. After you’ve selected the options you want, click Create.

4. If the Mail program was not able to set up your account automatically, wait a few minutes and repeat these steps. If Mail still is not able to automatically set up your account, contact the IS Technical Support desk at 402-554-4357.