Setting up your ESADE e-mail account in Mac

To set up your ESADE e-mail account in Microsoft Outlook 2011 for Mac or in the Mac Mail programme, follow these steps:

(A) To set up your ESADE Exchange account in Microsoft Outlook 2011

1 > Open Microsoft Outlook 2011, click on the Tools scroll-down menu and then on Accounts.

2 > In the following window, click on the type of account, in this case, Exchange. If you’ve already configured another account, click on the plus sign (“+”) to select the type of account you want to add:
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3 > After selecting the type of account, a new window will open for you to introduce your account data as follows:

• **E-mail address:** name.surname@alumni.esade.edu (for students) or name.surname@esade.edu (PAS staff and faculty)
• **Method:** User name and password
• **User name:** name.surname@esade.edu
• **Password:** your password
• **Configure automatically:** activate this checkbox.

Click on **Add account** to continue.

4 > A pop-up window will then open. Click on **Allow**.
5 > On the following screen, ensure that the data is correct and finalise the set-up. You can now close the window and begin to check and send mail from your ESADE e-mail account using Microsoft Outlook 2011 for Mac.

⚠ Important: Remember that you have to add the word alumni in your e-mail address if you’re a student in one of our programmes: name.surname@alumni.esade.edu.
(B) To set up your ESADE Exchange account in the Mac Mail programme

1 > Open the Mac Mail programme. If you’ve already set up an account, click on File and then the option, Add account.

2 > If you haven’t configured an account, the following window will appear. Introduce your personal data as follows:

- **Name:** ESADE, for example
- **E-mail address:** name.surname@alumni.esade.edu (for students) or name.surname@esade.edu (PAS staff and faculty)
- **Password:** your password

3 > Click on Continue.

⚠️ Important: Remember that you have to add the word *alumni* in your e-mail address if you’re a student in one of our programmes: name.surname@alumni.esade.edu.
The following confirmation window will then appear, detailing the general configuration parameters as well as permitting you to synchronise your **Contacts** and **Calendar** if you like. Click on **Create** to finalise and begin to use your **ESADE** account in Mac Mail.
Alternative set-up (IMAP and POP3):  

At ICT Services, we strongly recommend you configure your e-mail account using Microsoft Exchange. However, if your computer doesn’t have Microsoft Outlook 2007, 2010 or 2013 or if your e-mail programme isn’t compatible with Microsoft Exchange accounts, you can use this alternative set-up.

Go to http://webmail.esade.edu, introduce your ESADE ID and password and follow these steps:

1 > In the Microsoft Office 365 screen, go to Outlook and click on Options.
2 > You’ll then see the **Outlook Web App** options. Click on **Settings for POP, IMAP and SMTP access**.

3 > In the new pop-up window, you’ll find the server names, ports, and security protocols you’ll have to introduce in your mail programme.