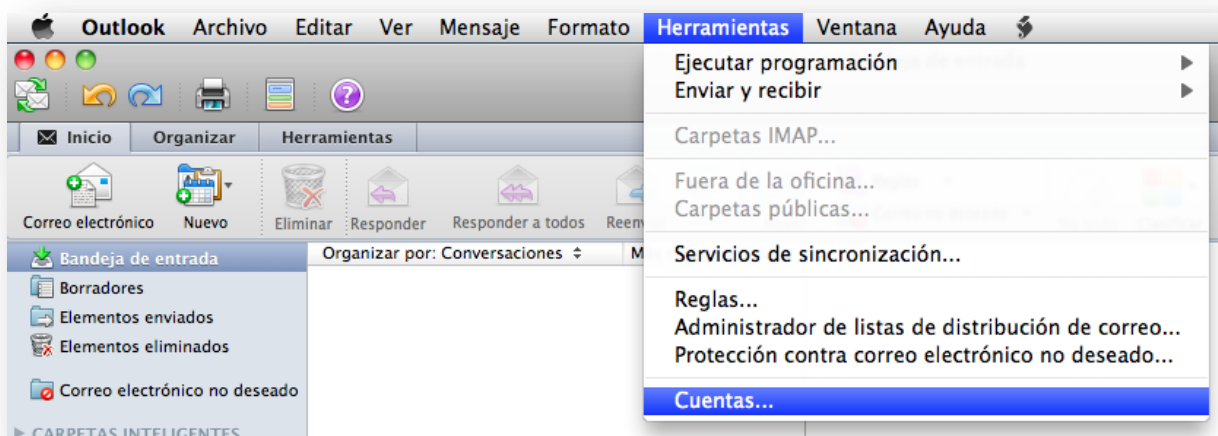


Setting up your ESADE e-mail account in Mac

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:



Setting up your ESADE e-mail account in Mac

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.

Escriba la información de la cuenta de Exchange.

Dirección de correo electrónico:

Autenticación:

Método:

Nombre de usuario:

Contraseña:

Configurar automáticamente

4 > A pop-up window will then open. Click on **Allow**.

O Outlook se redirigió al servidor autodiscover-s.outlook.com para obtener valores de configuración nuevos para la cuenta marc.ros@urledu.mail.onmicrosoft.com. ¿Desea permitir que este servidor configure estos valores?

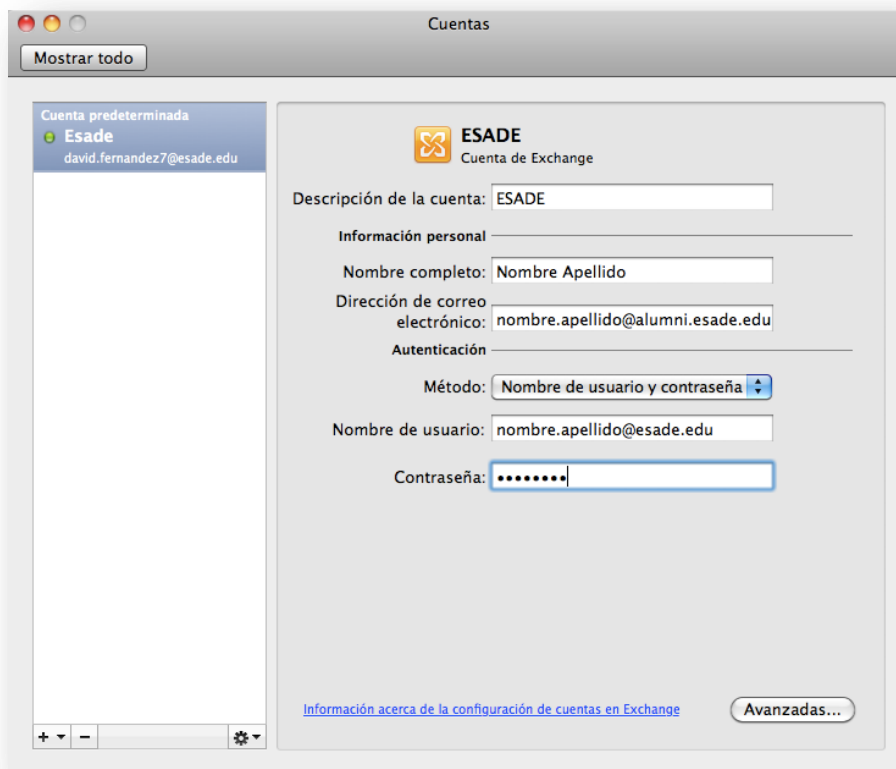
https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml

Haga clic en Permitir sólo sin confiar plenamente en el origen o si así se lo indica el administrador de Exchange.

Utilizar siempre mi respuesta en este servidor

Setting up your ESADE e-mail account in Mac

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`.

Setting up your ESADE e-mail account in Mac

(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*.

Setting up your ESADE e-mail account in Mac

4 > 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.



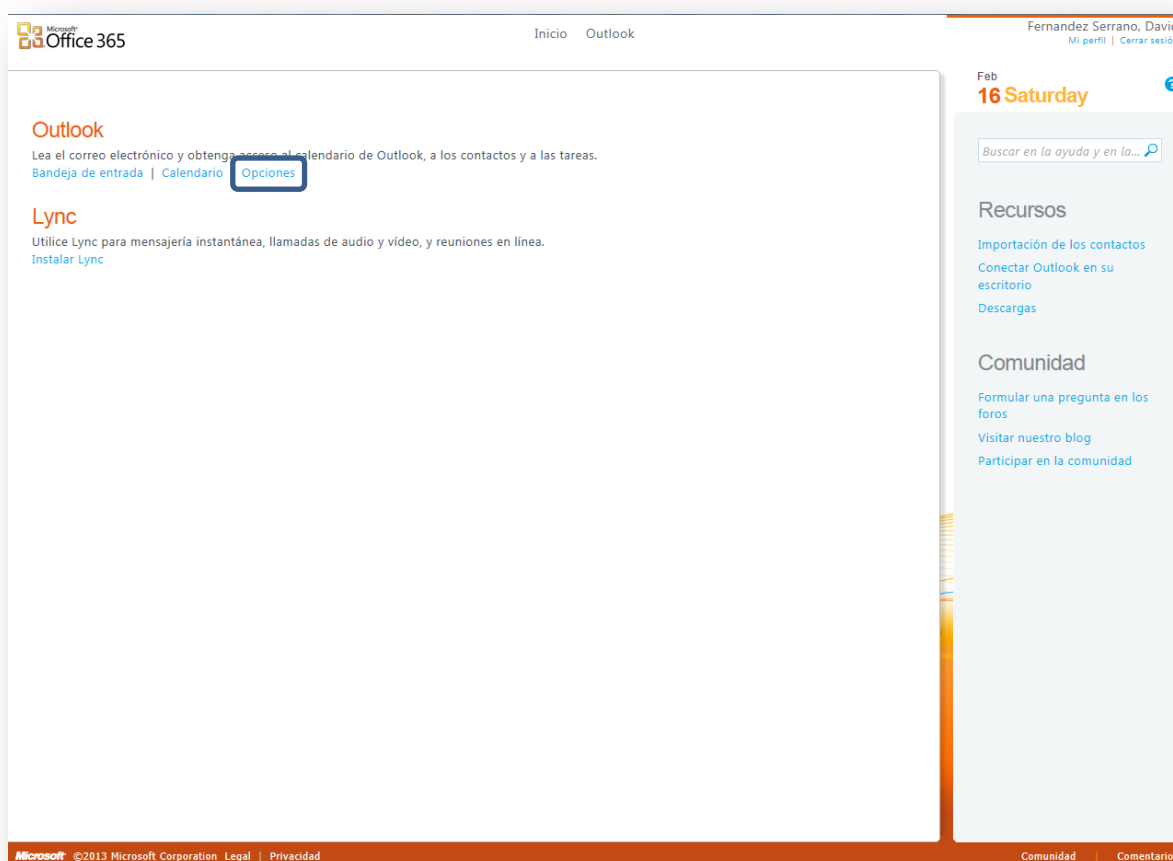
Setting up your ESADE e-mail account in Mac

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.

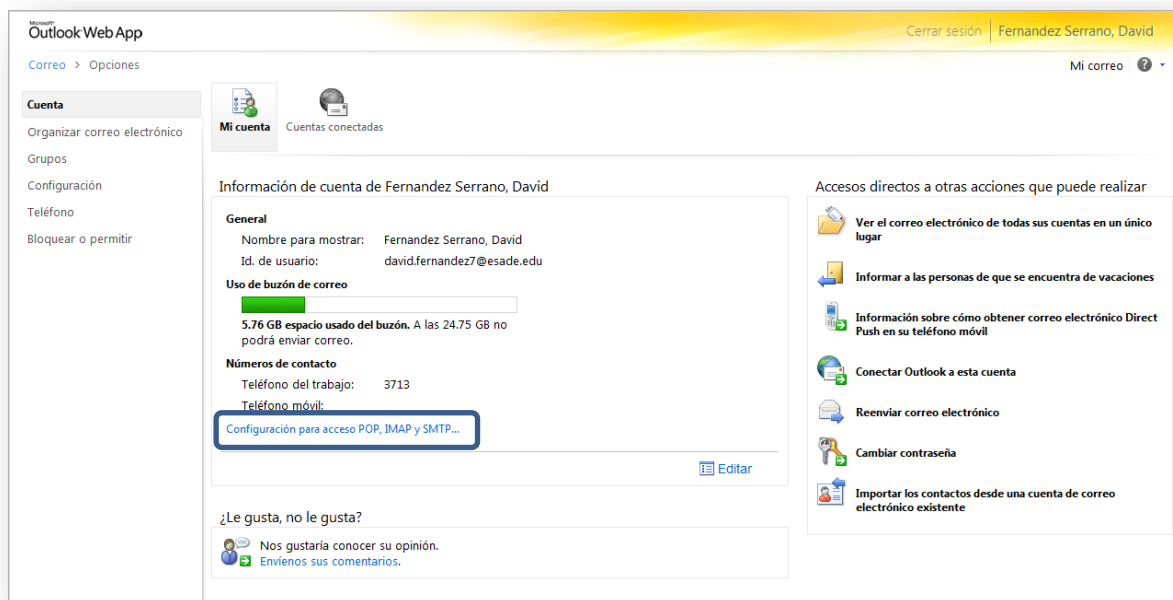
Go to <http://webmail.esade.edu>, introduce your ESADE ID and password and follow these steps:

1 > In the **Microsoft Office 365** screen, go to **Outlook** and click on **Options**.



Setting up your ESADE e-mail account in Mac

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.

