Email & Calendar

live@ucl email and calendar service...

Apple Mail

Step 1. Click on **Mail** in the menu bar and then **Preferences.**

Step 2. Select the **Accounts** tab.

Step 3. In the Accounts pane, on the left hand side at the very bottom, click on the **+ (plus symbol)** to Add an Account.

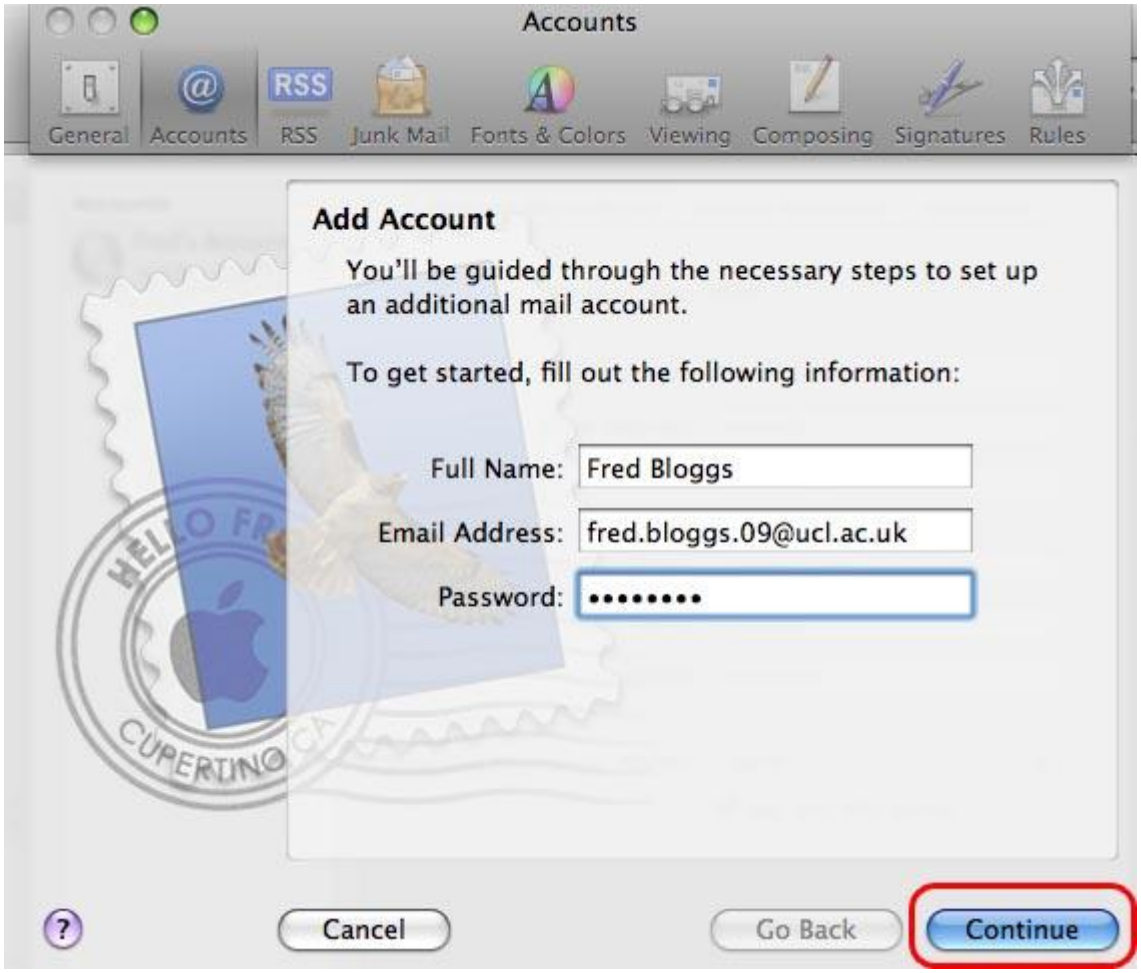
Step 4. The **Add Account** wizard will begin. Fill out the following information:

Full Name: <Your name as you would like to see it displayed>

Email Address: <Your UCL email address. E.g. fred.bloggs.09@ucl.ac.uk>

Password: <Your Main UCL password>

Step 5. Click on **Continue.**



Step 6. In the **Incoming Mail Server** window, fill in the following information:

Account type: IMAP

Description: <What would you like to call the account. E.g. 'Fred's account' or 'Live@UCL'>

Incoming Mail Server: pod51002.outlook.com

User Name: <Your Outlook Live@UCL ID. E.g. ucaaxxx@live.ucl.ac.uk>

Password: <Your Main UCL Password>

Step 7. Click Continue.

Step 8. In the **Incoming Mail Security** Window:

Put a tick in the box next to Use **Secure Sockets Layer (SSL)**.

Next to **Authentication**, select **Password.**

Step 9. Click **Continue**.

Step 10. In the **Outgoing Mail Server** window, enter:

Description: Live@UCL SMTP

Outgoing mail server: pod51002.outlook.com

Leave all additional fields blank.

Step 11. Click **Continue.**

Step 12. Double check the details are correct.

Step 13. Click the **Create** Button.

Step 14. From Apple Mail select **Preferences** and then select **Server Settings** under **Outgoing Mail Server (SMTP)**. Set things as follows:

Outgoing mail server = **pod51002.outlook.com**

Server Port = **587**

Secure Sockets Layer SSL = **Ticked**

Authentication = **Password**

Username = "your live UCLID e.g **ccaaxxx@live.ucl.ac.uk**"

Password = "**your UCL password**"

You are now set up to use **Live@UCL with Mac Mail.**