



Configure UM e-mail on Apple Mail

Based on macOS Ventura

This manual helps you configuring your Maastricht University email account via Exchange on an Apple computer using the Mail application.


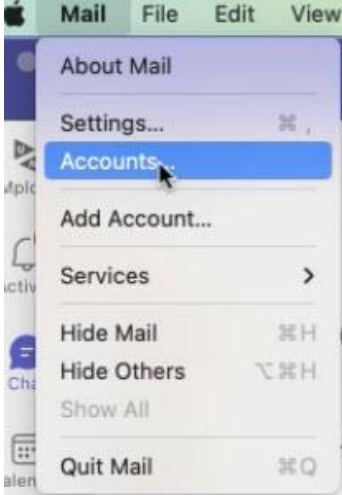
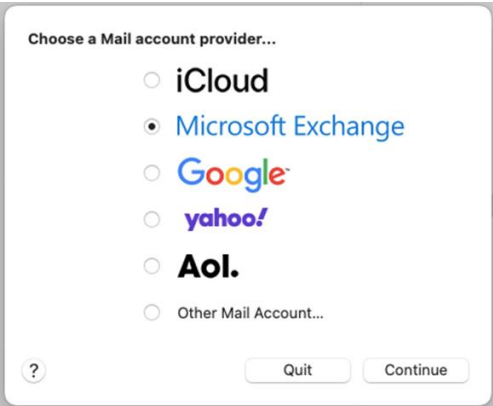
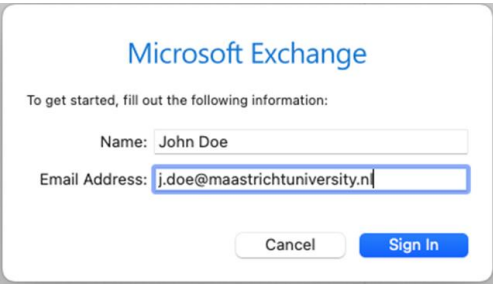
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What do you need?

- An Apple computer with the Mail application installed
- An active internet connection

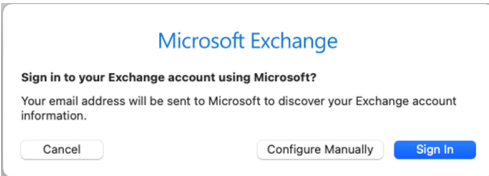
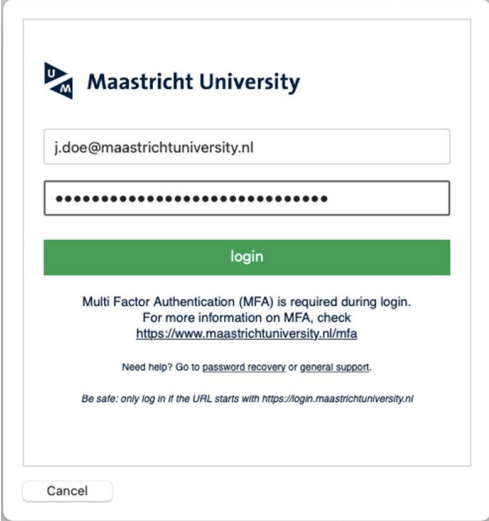
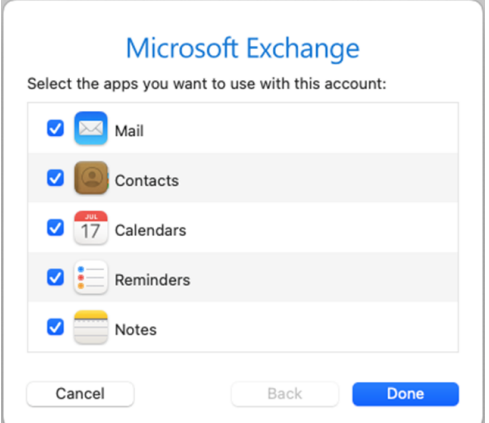
Please consult the "Frequently Asked Questions" at the end of the manual in case you encounter problems in using the manual or the service.



Screenshot	Information
	<p>Step 1: Open the Mail application</p> <ul style="list-style-type: none">• Click on the "Mail" icon.
	<p>Step 2: Choose account type</p> <ul style="list-style-type: none">• Click on Mail• Click on Accounts... <p>IMPORTANT: If you already have your UM account configured you need to sign out of that first. To do this select Mail > Accounts > Exchange (UM account if multiple accounts are present) > Delete Account > "OK".</p>
	<p>Step 3: Choose account type</p> <ul style="list-style-type: none">• Choose "Exchange" and click "Continue".
	<p>Step 4: Enter your credentials</p> <ul style="list-style-type: none">▪ Name: type in your name.▪ E-mail address: type in your full e-mail address.<ul style="list-style-type: none">▪ (e.g. employees: name.surname@maastrichtuniversity.nl)



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	<ul style="list-style-type: none">▪ (e.g. <i>students</i>; name.surname@student.maastrichtuniversity.nl)▪ After completing the steps above click "sign in".
 <p>Microsoft Exchange</p> <p>Sign in to your Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Configure Manually"/> <input type="button" value="Sign in"/></p>	<p>Step 5: Sign in</p> <p>Click on "Sign in"</p>
 <p>Maastricht University</p> <p><input type="text" value="j.doe@maastrichtuniversity.nl"/></p> <p><input type="password" value="....."/></p> <p><input type="button" value="login"/></p> <p>Multi Factor Authentication (MFA) is required during login. For more information on MFA, check https://www.maastrichtuniversity.nl/mfa</p> <p>Need help? Go to password recovery or general support.</p> <p>Be safe: only log in if the URL starts with https://login.maastrichtuniversity.nl</p> <p><input type="button" value="Cancel"/></p>	<p>Step 6: Enter your credentials</p> <ul style="list-style-type: none">• Enter your UM username or email address• Enter your password• Click "Login"• If applicable approve the MFA authentication request
 <p>Microsoft Exchange</p> <p>Select the apps you want to use with this account:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Mail<input checked="" type="checkbox"/> Contacts<input checked="" type="checkbox"/> Calendars<input checked="" type="checkbox"/> Reminders<input checked="" type="checkbox"/> Notes <p><input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Done"/></p>	<p>Step 7: Choose which apps may use your accounts data</p> <ul style="list-style-type: none">• Make your choices according to your needs and click "Done". <p>Your account is now configured</p>