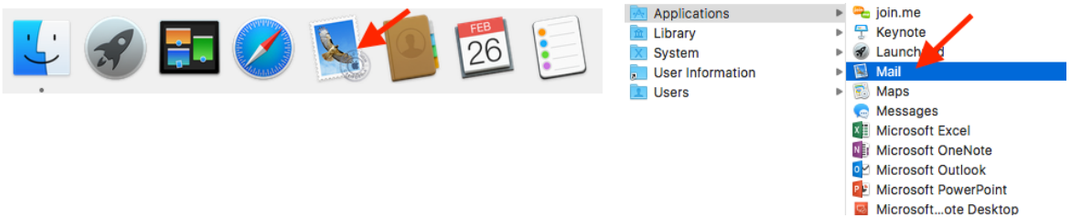
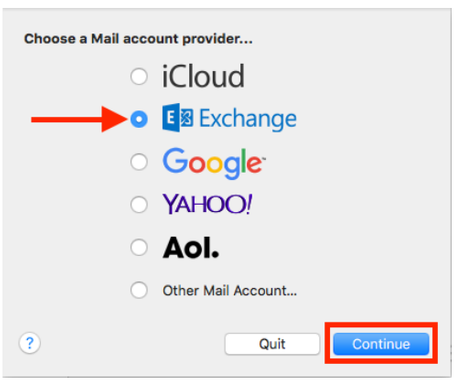
QUEENS COLLEGE
OIT Help Desk

How to Add MyMail to Mac Mail

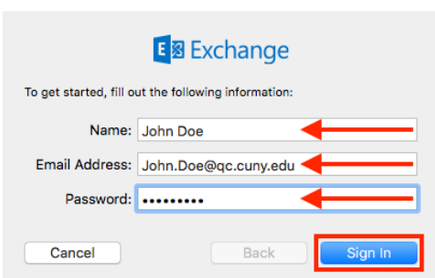
Step 1: Open the Mail application. It will be located on the dock and in the Applications folder.



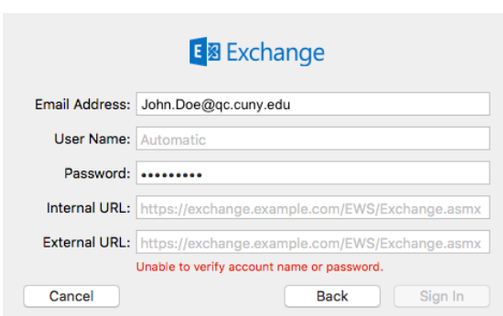
Step 2: Choose “Exchange” as the mail account provider and click on “Continue”.

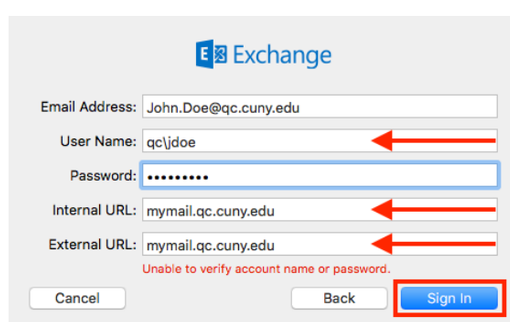
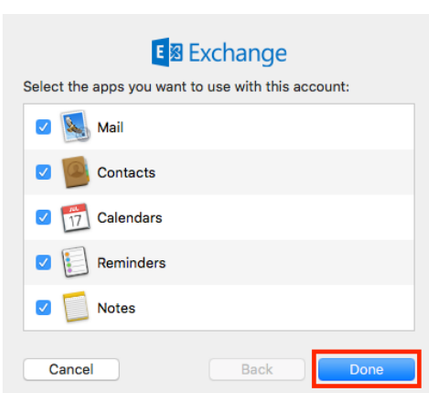


Step 3: Enter your name, email address and password to MyMail. Click “Sign In”.



Step 4: You will be presented with an error: “Unable to verify account name or password”.
Enter the user name as “qc\” followed by your username to MyMail.
Enter the “Internal and External URL” as “mymail.qc.cuny.edu”. Click “Sign In”





Step 5: Click “Done”. Congratulations Mail has been setup with MyMail.