



The following steps were tested on a MacBook Pro with High Sierra 10.13.3 installed. Please follow the steps below to set up your student email on a local application.

Please note Students are encouraged to access their emails through the online portal Office365. IT does **not** support customizations to your mailbox as it may affect the delivery of mail. IT may remove customizations or ask you to re-create your local mailbox when troubleshooting issues.

**Please make sure you are connected to the internet before completing these steps.**

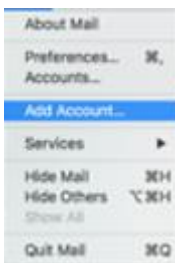
1. Open your default **Mail App**  
*This can be found on your dock at the bottom of your screen.*



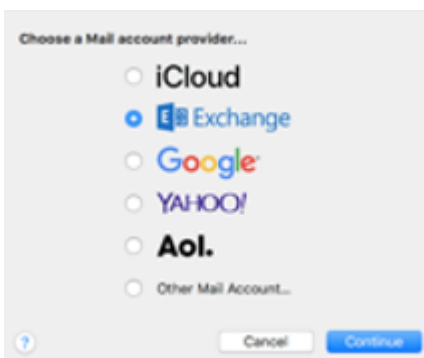
2. Select **Mail** from the toolbar at the top fo your screen  
*Make sure you click into the application so the menu shows the correponding options.*



3. Select **Add Account**



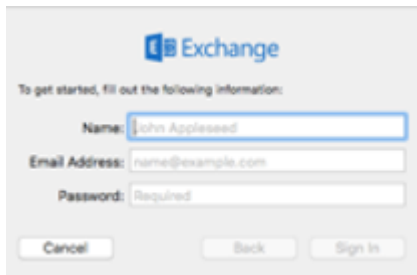
4. Select **Exchange** as the mail account provider



5. Click **Continue**



6. Enter your **student** account details

A screenshot of the Microsoft Exchange account setup screen. The title is 'Exchange'. Below the title, it says 'To get started, fill out the following information:'. There are three input fields: 'Name' with the value 'John Appleseed', 'Email Address' with the value 'name@example.com', and 'Password' with the value 'Required'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Sign In'.

**Name:** Student Name

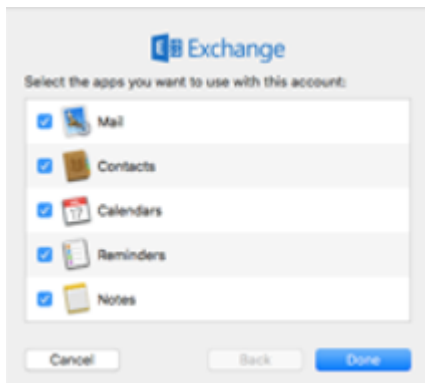
**Email:** (studentnumber@my.nd.edu.au)

**Password:** Your student account password

7. Click **Sign In**

8. Select features you would like to receive from your student email

9. Select **Done**

A screenshot of the Microsoft Exchange app selection screen. The title is 'Exchange'. Below the title, it says 'Select the apps you want to use with this account:'. There is a list of five apps with checkboxes: 'Mail', 'Contacts', 'Calendars', 'Reminders', and 'Notes'. All checkboxes are checked. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Done'.

Please kindly contact your campus Service Desk if you require assistance.

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