

Creating a Profile using Mac Mail

1. Type your full name, email address (username@my.uno.edu) and password. The password is the same as your LAN, Webstar, and Moodle password.
2. Click **Continue**.



3. Add **@uno.edu** to your username.
4. Click **Continue**.



Welcome to Mail

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You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name:

Email Address:

User name:

Password:

Trying to log in to the Exchange 2007 server "autodiscover-s.outlook.com" failed. Make sure the email address and password you entered are correct, then click Continue.

? Cancel Go Back **Continue**

5. Verify the information on the screen and check the items you would like to sync.
6. Click **Create**. It will take approximately 10 minutes to pull your mail down from the server.



If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.