Set up Apple Mail & Calendar

This guide is based on a Mac running OSX 10.12.3 (Sierra). There may occur slight differences in how things look, if your Mac runs a different system – the principles will be the same, though.

**Requirements and recommendations**

During the setup, your computer needs to be connected to the AU – this may be through a cable, using Eduroam or through VPN.

If possible, we recommend using a cabled connection to the AU network, as this provides the fastest transfer of data from the mail (you may choose to turn off the WiFi during this operation).

It may also be an advantage to be sure to have enough time to make the full synchronisation with the mail server, before the computer is turned off.

How long time this will take, depends on the size of your mailbox and calendar – and the speed of the network connection.

**Setup**

1. Open System Preferences from the Dock or through the Apple menu.
2. Choose Internet Accounts.
3. Then choose Exchange to set up the account.

4. Fill in your name, primary email address and (this sounds strange, but it is necessary*) WRONG password, click Sign In.
5. An error will occur - click Next

6. Now, fill in your auAUID@uni.au.dk (e.g. au123456@uni.au.dk) as username, the **CORRECT** password and mail.au.dk as server addresses. Click Sign In.
7. Choose the apps you wish to use. Then click Done.

8. Everything is ready then.

*) The explanation is, that Exchange will assume, that your email address is also your username. As this is incorrect, it will not work – though setup will finish without reporting any errors – and it is not possible to change the username later.