Set up of Apple Mail & Calendar

The manual is based on a Mac with OSX 10.9 (Mavericks).
You might experience variations in appearance if you use another version of OSX, however, the basic principles are the same.

Prerequisites and recommendations
When you set up Apple Mail and Calendar, your machine should be connection to AU’s network – via cable, Eduroam or VPN.

If you are able to, we recommend that you set up your machine using a cable to AU’s network as it is the fastest way to transfer data from the email server (if possible, turn off the wireless network while you set up your machine).

Additionally, it can be an advantage to set aside time for the set up so that your machine has time to synchronise before you shut it down.

How long it takes depend on the size of the mailbox and calendar and the speed of the internet connection.
Set up

Follow the 14 steps:

1. Open System Preferences from Dock or via Apple menu.
2. Choose Internet Accounts (called Mail, Contacts & Calendars in 10.7 and 10.8 – the icon is the same).
4. Write your name, email address and password and press Continue.

5. You will now see a sum up. Press Back if you want to change anything, otherwise press Continue.
6. Choose which functions you wish to set up and press Done.

Adjustment – necessary if you want Apple Mail and Calendar to function when you are not connected to AU’s network.

7. When you have followed the 6 steps above, open the window below. You can open the window via System Preferences and Internet Accounts.
8. Write information about your domain. Your domain information depends on your affiliation. Find domain information on [http://medarbejdere.au.dk/en/administration/it/brugeroepsniger/find-your-domain/](http://medarbejdere.au.dk/en/administration/it/brugermoelsinger/find-your-domain/)

In the following, the domain AD is used.

9. Click on your account and double-click on Mail.

10. In the windows below, adjust your username. Write your domain followed by \ in front of your username, e.g. AD\bruus
11. In the tab Advanced, you can choose to automatically download all attachments. Deselection can improve the speed (especially for large mailboxes) on the other hand you will not see the attachments before you download them manually.

Click on the tab General and choose Save.

12. Double-click on Contacts and repeat the procedure.

Write your domain followed by \ in front of your username, e.g. AD\bruus.
13. Double-click on Calendars & Reminders and repeat the procedure.
14. You will possibly be asked if you want to make Calendar your default application.

Now everything should be working no matter which network you are connected to.