Outlook for Mac and Mac Mail Setup

On a Mac system, Email accounts can be setup thru Mac Mail or thru Outlook for Mac (if it is installed). Different Mac OS versions, and different versions of Outlook for Mac, may appear slightly different but the settings and concept are the same.

1. In order to get started you must access Accounts settings no matter if using Mac Mail or Outlook for Mac.
   - For Mac Mail, you will either simply open Mail, or, open Mail and then Add Account.
   - For Outlook for Mac, you will need to open Outlook and either go to Outlook Menu > Preferences > Accounts, or, go to Tools > Accounts depending on what version of Outlook for Mac you are using.

2. Next, also depending on version, select either Email Account or Other Email.

3. From this point on the following settings will need to be entered somewhere.
   - Description (if it asks for it): UM Voice Mail
   - Name: your full name
   - Email Address: your Ole Miss email address
   - Password: your Ole Miss email password
   - Automatically Manage (if it asks for it): uncheck
   - Account Type: POP
   - Incoming Mail Server (host name): ver52mss.tc.olemiss.edu
     - User Name: your 4-digit office phone number
     - Password: your voice mail password
   - Outgoing Mail Server (host name): mail.olemiss.edu
   - Use SSL to Connect: uncheck

Sometimes the main settings screen does not have a place to enter all the above information. In these particular cases, there should be either a button(s), or a tab(s), that will let you enter more information. For instance, there might be an Advanced, Preferences, Server Settings or Account Information button.

For any settings that you may see, but are not specifically mentioned here, simply accept the default settings.

If you have any problems please email telcom@olemiss.edu or call 5922 for assistance.