

Mac Mail Account Set-up for Campus Webmail

Mac Mail Version 2.1 Account Set-up for Campus Webmail

The following describes how to create a new account so you can use Mail for CSU email. Please note that to use Mail, you must have your CSU email system set as Campus Webmail (If you have been using Lotus Notes, you must request a change to Campus Webmail).

New Mail installed? If you have just installed Mail, you will be taken to the screen in step 4 – please start from there.

NOTE: To add a new account, you will need to access CampusNet to obtain your email settings.

Click on the Email tab

Currently, your campus E-mail is being sent to your CSU E-mail address.

CSU E-mail address: j.doe@csuohio.edu

Forward E-mail address: Forward

If you would like to forward your campus E-mail to another E-mail address, click the "Forward" button. Please note that after forwarding your campus E-mail, you may still receive some email at your campus address for up to two hours.

Campus Webmail Server Name: stem11b.csuohio.edu

If you are using a POP-client (for example, Thunder or Outlook), you will need the server name displayed above when you configure your client. For more information on CSU Email, visit our [CSU Email](#) page.

You can access Campus WebMail at [Campus WebMail](#). Logon using your CampusPass (CampusNet Password).

Instructors, academic departments and student services offices are using E-mail to contact students, so it is important to have an active E-mail address on file with the University.

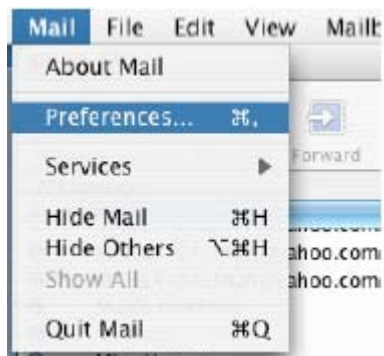
For information on using Mail, visit our [Mail](#) page. For assistance with your account, contact the Call Center at (216) 687-2345 or EmailAd...

Write down your Server Name. You will need it during mail setup.

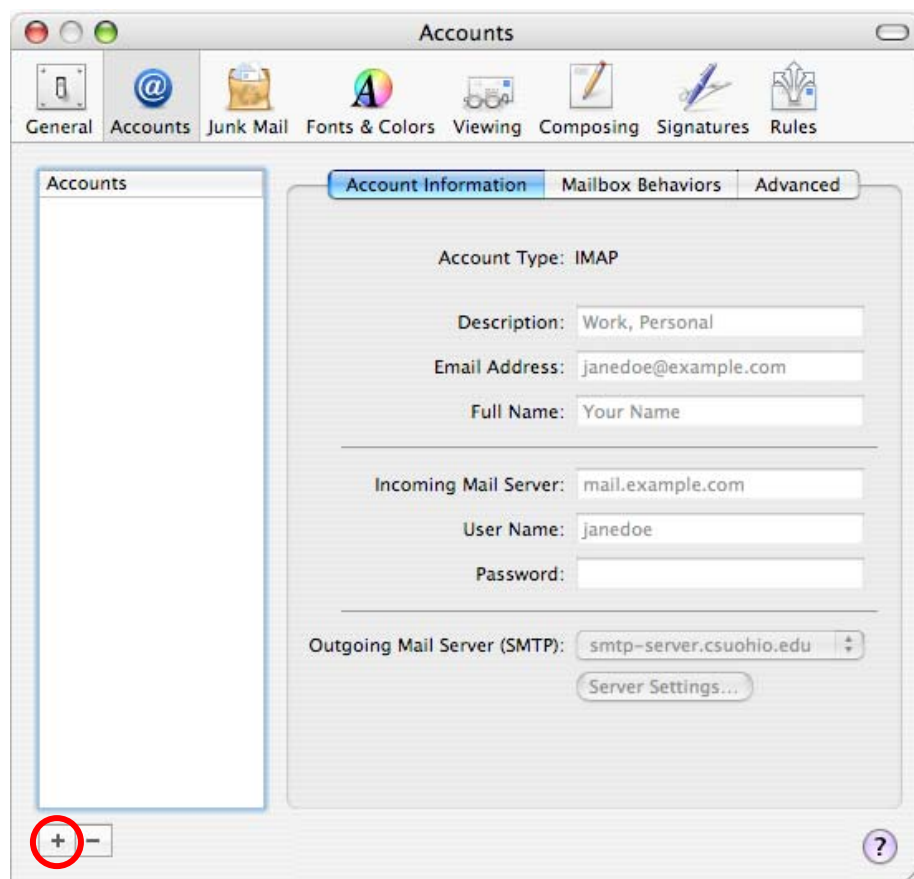
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Set-Up Mail Account

1. Open Mail
2. Click on Mail then Preferences



3. Click on the “+” sign in Account Information circled below



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4. Enter CSU Email for “Account Description”, your name in “Full Name” and your email address as shown below

General Information

Account Type: IMAP

Account Description: CSU Email

Full Name: John Doe

Email Address: j.doe@csuohio.edu

? Cancel Continue

5. Fill in the following fields as indicated in the

Incoming Mail Server

Incoming Mail Server: stem1a.csuohio.edu
Example: mail.example.com

User Name: 1234567

Password:

Find this in CampusNet

User Name = CSU ID #
Password = CampusPass

? Cancel Go Back Continue

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6. Make sure that the “use Secure Sockets Layer (SSL) is **NOT** checked and click continue



7. Enter smtp-server.csuohio.edu as your Outgoing Mail Server ONLY if you are on campus, or using CSU Dial-up connection. (If you are off-campus and using another Internet service provider – see special note at <http://www.csuohio.edu/ist/smtp.shtml>)
8. Continue through the setup wizard and click “Done”



“Use Authentication” should be unchecked and the fields below should remain blank for ON-Campus or CSU Dial-up Users.

If you are NOT using CSU as your Internet provider at home, please see special note:
<http://www.csuohio.edu/ist/smtp.shtml>

Your email will now be sent to Mail!

If you have trouble with your email, please contact the Call Center at call.center@csuohio.edu or 687-5050.