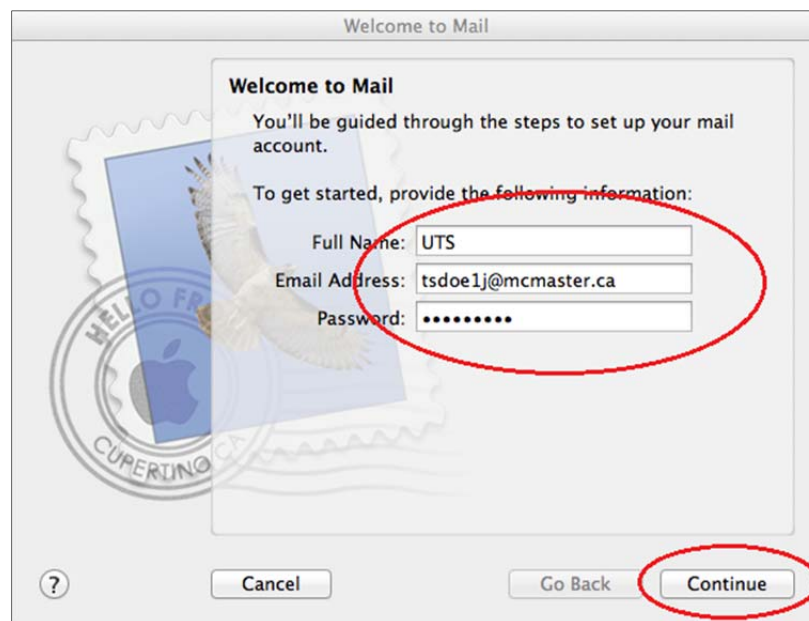**User Guide: MacMail - First Setup for OSX Mail**

This guide is for users who will be using Mail for the first time i.e. there is no existing configuration for UnivMail in OSX Mail.

1. Launch Mail from Dock.

2. Enter your first and last name in **Your Full** field.
3. Enter your **Email Address**, macid@mcmaster.ca
4. Enter your MACID **Password**.
5. Click **Continue**.

6. Ensure the checkbox is selected next to **Calendars.**

7. Click on **Create**.