



Guideline to setup Apple mail client with Ontario Tech email

Google Apps for Education

Information Technology Services

Guideline to setup Apple mail client with Ontario Tech

Support for Ontario Tech email set up on email clients

It is important to note these guidelines are to be used to set up and configure email clients to access your Ontario Tech email.

General information required to set up email client with Ontario Tech

To set up an email client to access Ontario Tech email you will need the following;

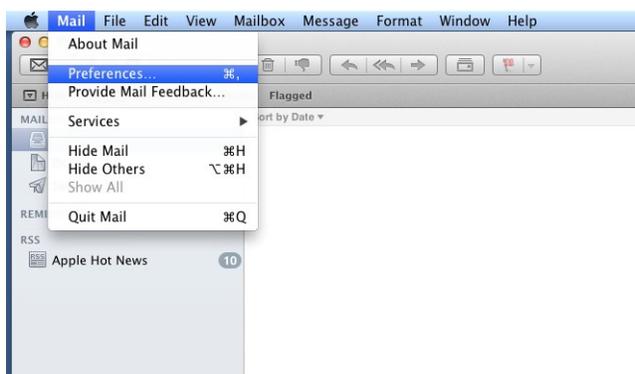
- Ontario Tech account: firstname.lastname@ontariotechu.net
- Password: Network password

Setting up Apple Mail client to access your Ontario Tech account

The following instructions are for those who wish to configure and access their Ontario Tech email through the Apple Mail client on their Mac. By following these instructions, you will be able to access all of your emails.

Step 1

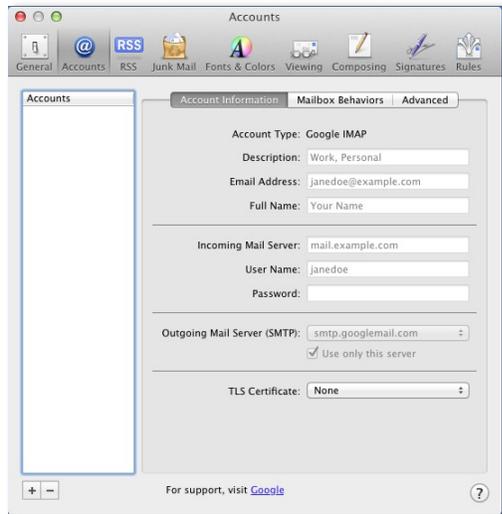
While in your mail client, click **Mail > Preferences...**



Step 2

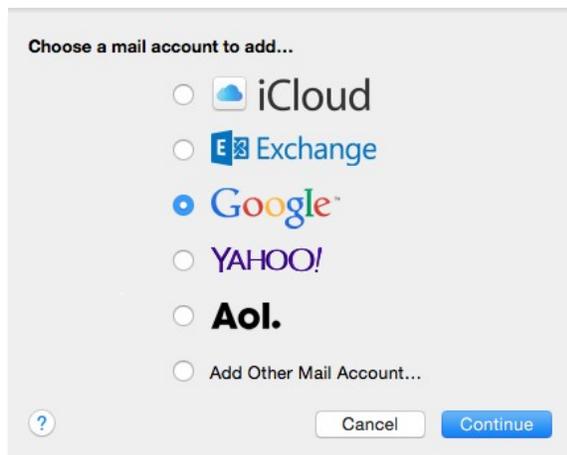
In the resulting screen, click the Accounts tab, click the plus sign '+' at the bottom left of the screen to add a new account.

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Step 3

Please select Google from the list of mail account options.

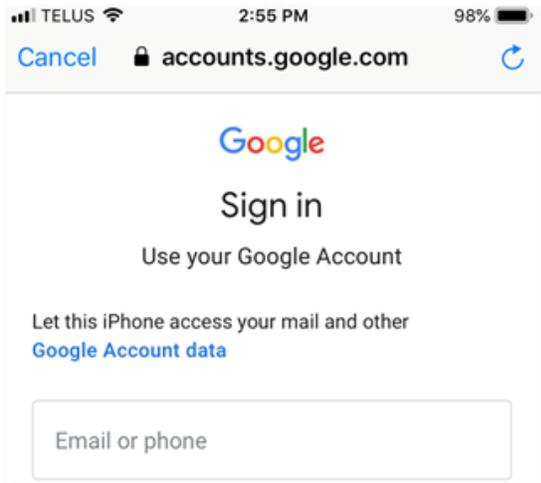


Step 4

Fill in the **Account** window with the following information:

Email address: firstname.lastname@ontariotechu.net

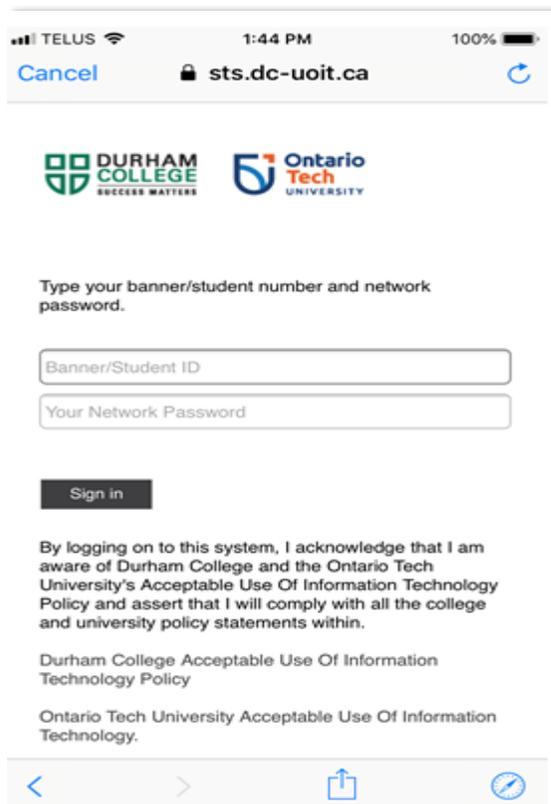
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Click next.

You will be redirected to Active Directory Federation Services. Please enter in the following information: Username: 100xxxxxx

Password: Network login password



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Step 5

You will be then asked to select which apps you would like to use with your Ontario Tech account. Click done once you have selected which apps you would like to utilize.