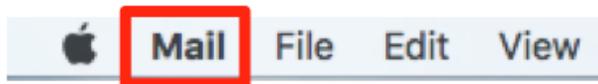


# How to Set Up Mac Mail on OS X El Capitan version

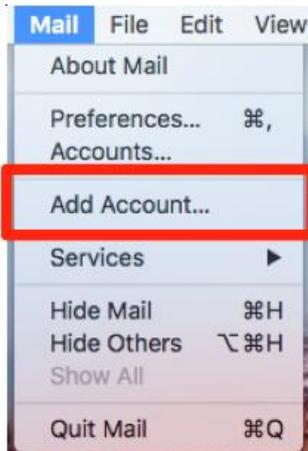
1. Open **Mail**.



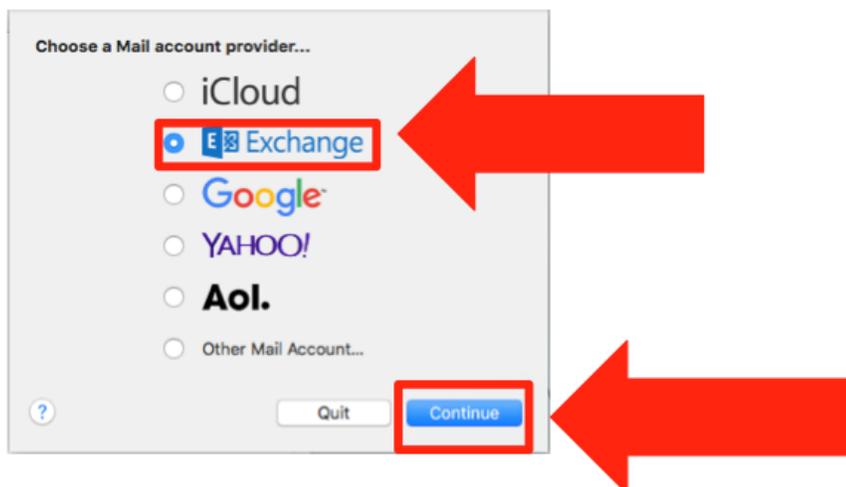
2. On the top left corner, click on the word **Mail**.



3. On the dropdown menu, click on **Add Account**.

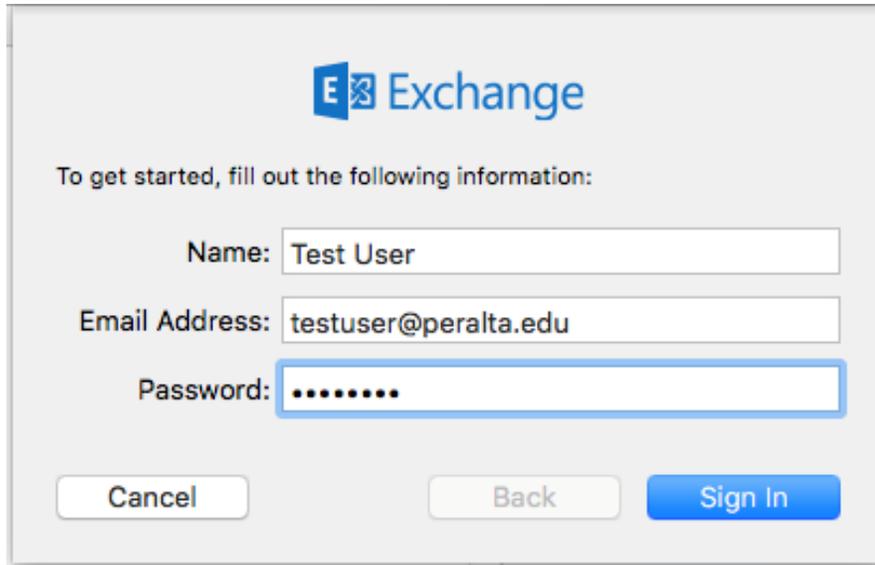


4. When the pop-up comes up, click on the bubble next to **Exchange**, then click **Continue**.



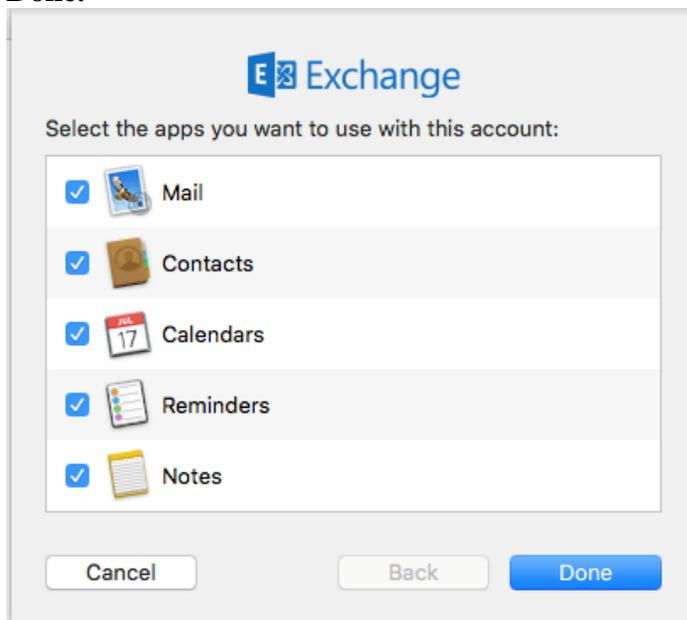
## How to Set Up Mac Mail on OS X El Capitan version

5. When the next pop-up comes up, enter your full name in the Name field. Then enter your Peralta email address in the Email Address field and enter your email password in the Password field. Click **Sign In**.



The image shows a dialog box titled "Exchange" with the following text: "To get started, fill out the following information:". Below this text are three input fields: "Name:" with the text "Test User", "Email Address:" with the text "testuser@peralta.edu", and "Password:" with a masked password of seven dots. At the bottom of the dialog are three buttons: "Cancel", "Back", and "Sign In".

6. Select which apps you wish to sync with your email. When you are finished, click **Done**.



The image shows a dialog box titled "Exchange" with the following text: "Select the apps you want to use with this account:". Below this text is a list of five apps, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (address book icon), "Calendars" (calendar icon), "Reminders" (reminder icon), and "Notes" (notepad icon). At the bottom of the dialog are three buttons: "Cancel", "Back", and "Done".

7. Please allow a few moments for your email to load to your computer.

If you still need assistance please call Peralta Helpdesk (510) 587-7800 or email at [helpdesk@peralta.edu](mailto:helpdesk@peralta.edu)