Apple Mail

IMAP Setup Guide
(Student Email Account)
A. Introduction

This document shows the step by step instructions on how to configure your NUS student email account in Apple Mail using IMAP.

IMAP stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to the your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

B. Configure IMAP on Apple Mail

1. From Apple Mail menu bar, click on Mail > Preferences > Accounts > click on + to add a new account.
2. Enter the following:

**Full Name:** your name  
**Email Address:** your NUS email address  
**Password:** your NUS email password

Click **Continue**.

3. For **Incoming Mail Server**, select **IMAP** for Account type.

**Incoming Mail Server:** outlook.office365.com  
Click **Continue**.
4. For **Outgoing Mail Server**, enter the following:

**Description:** NUS SMTP
**Outgoing Mail Server:** smtp.office365.com
Tick on “**Use only this server**”

Tick on “**Use Authentication**”
**User Name:** your NUS email address

**Password:** your NUS email password

Click Continue.

5. Click **Create**.
6. Going back to the Accounts window, click on Advanced tab and tick on “SSL” to change the port number to “993”.

7. Go back to the Account Information tab, click on Outgoing Mail Server and select “Edit Server List...”
8. Click on the Advanced tab.

Select Use custom port and change the number to 587.

Tick on Use Secure Sockets Layer (SSL).

Click OK.

9. Close the Accounts window.

10. You could now start using Apple Mail to receive and send emails with your NUS account.