Using the Mail Application

1. Go to and click the "Mail" App in your Launchpad



2. On launching the mail app, you will be prompted with the options below. Select the "Other Mail Account.." option and click Continue



3. Enter your Credentials (Remember your username is your Email) and click the "Sign in" button

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4. You will be asked to enter the incoming mail server and outgoing mail server (which are both mail.mak.ac.ug), after which you be prompted with a certificate. Click Continue and wait.



- 5. You will begin receiving mail into your in box
- 6. To troubleshoot your mail preferences, go to Mail menu -> Preferences



Edit your preferences accordingly..

Your Accou	Account Information M	ailbox Behaviors Advanced
PCP.		😋 Enable this account
	Account Type:	POP
	Description	Your Account Description
	Alias:	Your Name <demo@dicts.mak< td=""></demo@dicts.mak<>
	Email Address:	demo@diets.mak.ac.ug
	Full Name:	Your Name
	Incoming Mall Server:	real real and try
	User Name:	demo@dicts.mak.ac.ug
	Password:	
	Outgoing Mail Server (SMTP):	mail.mak.ac.ug (Offline)
	TLS Certificate:	None

Outgoing mail server options:

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Advanced Options



Outlook Configuration Options

1. Open the Outlook App in the Launchpad. Click "Add account" on the Outlook pop up

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2. Select the "E-mail Account" option with POP or IMAP, enter your email address and password and click "Add Account"



As soon as you enter your email address, more options will appear as show below. Fill them in as displayed below and click "Add Account"

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3. Confirm all your details and close the window. Now you're ready to start sending and receiving email. Click the Send/Receive Icon at the top of outlook to load your emails.

Contact	
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