Apple Mail and iCal
Setting up

Staff with Macs can use the native mail and calendaring applications to manage their staff email and calendars. Snow Leopard or later is needed - please see our website for more information on using earlier versions.

Add your account
1 open Mail and select **Preferences** from the main menu, then click on **Accounts**
2 click on the **+** button to add a new account, then put in your Sussex email address, username and password
3 click on **OK**

Apple Mail will obtain your details from the Sussex mail server and also set up calendar and contacts information in iCal and Address Book.

• click on **Create** to set up the account and finish

Mail will then download your mail information which could take a long time depending on the number of messages in your account.

More online sussex.ac.uk/its/exchange
 Prevent Mail from downloading all of your messages
 Delete old Sussex accounts from Mail

Email with Apple Mail

You can read and send your Sussex email in Apple Mail and manage all of your folders.

The folders used for sending or receiving email (Inbox, Sent, Drafts and Trash) are shown in the top section of the folder list. Any additional folders which you have set up are also available but shown in the lower part of the list.
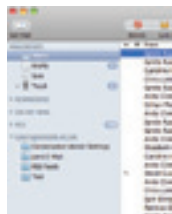

Look up addresses
- click on **Address** to find email addresses for Sussex colleagues
- click on **All Directories** and enter a name in the search field
- when located, click on a name to highlight it and then click **To**, **Cc** or **Bcc** and add to your message

Managing your calendar with iCal

Read your Sussex calendar

- tick the boxes next to the calendars listed under your Sussex account to display them
- calendars are displayed in the main window in the selected colours
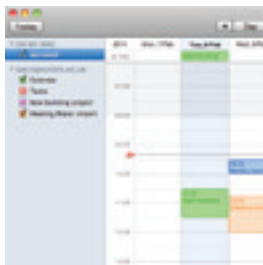
Set up a meeting or appointment

1 click on the calendar to select it, then double-click on the intended time to fill in the details
2 double-click an appointment and click **Invite attendees** to turn it into a meeting
3 set up an all-day event by double-clicking in the all-day section in day or week view
4 to set up an all-day event in the **Month** view, double-click on the day and then tick **all-day event**

Changes you make in iCal will be synchronised with the University calendar system as long as you use the calendars listed under your Sussex account.

You can still use personal calendars in **On my Mac** which will not be synchronised.