



Open the email application in your application drawer to begin the setup. The icon for the email application should look like the one to left of this text.



This should open a window similar to the one above. Enter your full email address and password. Select "Next" when you are ready to continue.

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On the following screen select "Exchange".



On the next screen, enter UNTHSC\YOUR EUID in the "Domain\Username" field as shown in the picture above. Your password should already be filled in so we will do nothing in the "Password" field. Enter webmail.unt.edu in the "Server" field. Place a check next to "Accept all SSL certificates" and click "Next" when ready.



On the "Account Options" screen, leave the settings in their default configuration and click "Next" to continue.



If you reach the above screen, the setup is complete. Optionally, you may give the email account a name. If nothing is entered here, your email address will be the new account name. Click "Done" when you are ready and your new email account will appear. The emails in your account will display in a few minutes.

## Please contact the Helpdesk at x2192 for further support or via email, helpdesk@unthsc.edu.