Configuring ICEMail for Apple Mail for MacOS 10.10 Yosemite

Once you have received notification that your SEAS email account has been migrated to the ICEMail server and verified it is working by logging on at https://icemail.harvard.edu, you will need to add the new settings in Apple Mail.

**Step 1.** Launch Mail. On the menu bar at the top of the screen, go to Mail > Preferences (See Figure 1)

**Step 2.** Select the Accounts tab. And click on the + in the lower left corner. (See Figure 2)
Step 3. Choose “Exchange” as your type of account and click ‘Continue’ (See Figure 3).

Step 4. Enter your name in the appropriate field. In the Email Address field, enter your ADID* (not the one in the example) followed by:

@exchange.university.harvard.edu

In the password field please enter your new ICEMail password. Click ‘Continue’. (See Figure 4)

*NOTE: If you do not know your ADID, please contact the HUIT Service Desk at (617) 495-9050 and ask them for your university ADID and password.
Step 5. Modify your specific account settings (See Figure 5):

A. In the ‘Description’ field enter “ICEMAIL”.
B. In the ‘User Name’ field add “university\” before your ADID
C. In the ‘Server Address’ field enter: icemail.harvard.edu
D. Click ‘Continue’.

Step 6. One the next window confirm your information and click ‘Continue’ (See Figure 6).

Step 7. Confirm your new account settings are correct by sending an email to yourself.

Step 8. Delete your old email configuration. Go to Mail > Preferences (See Step 1). Select your old account (the one not labeled “ICEMAIL”) and click the “-“.

Your ICEMail account is now configured. If you have difficulty, please contact the HUIT Service Desk at help@seas.harvard.edu or (617) 495-9050.