Configuring ICEMail for Apple Mail for MacOS Mavericks (10.9) and earlier

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 (Figure 1)

![Figure 1](image1.png)

**Step 2.** Select the Accounts tab. And click on the + in the lower left corner. (Figure 2)

![Figure 2](image2.png)
Step 3. 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’. (Figure 3)

*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.

Figure 3

Step 4. Confirm ‘Account Type’ is “Exchange”. In the ‘Description’ field enter “ICEMAIL”. In the ‘Incoming Mail Server’ field enter: icemail.harvard.edu. Click ‘Continue’. (Figure 4)

Figure 4
Step 5. One the next window confirm the box next to “Take account online” is checked and click ‘Create’ (Figure 5).

![Figure 5](image)

**Figure 5**

Step 6. Confirm your new account settings are correct by sending an email to yourself.

Step 7. Delete your old email configuration. Go to Mail > Preferences (See Step 1). Select your old account (the one not labeled “ICEMAIL”) and click the “-”. When it asks if you are sure, click ‘Remove’.

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.