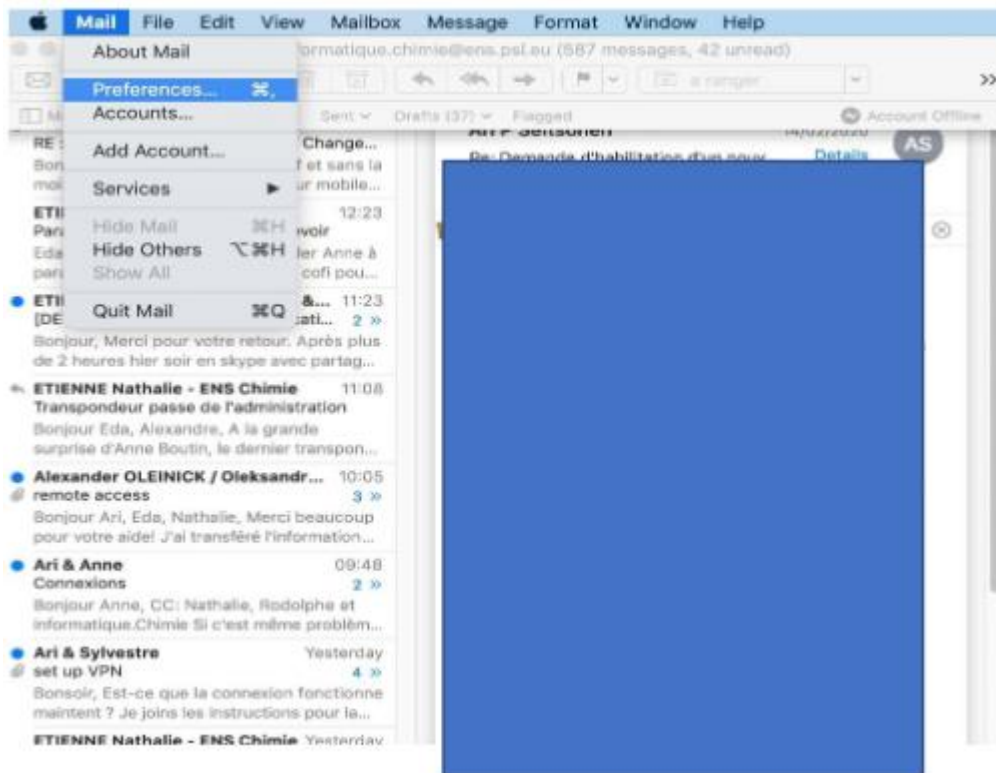
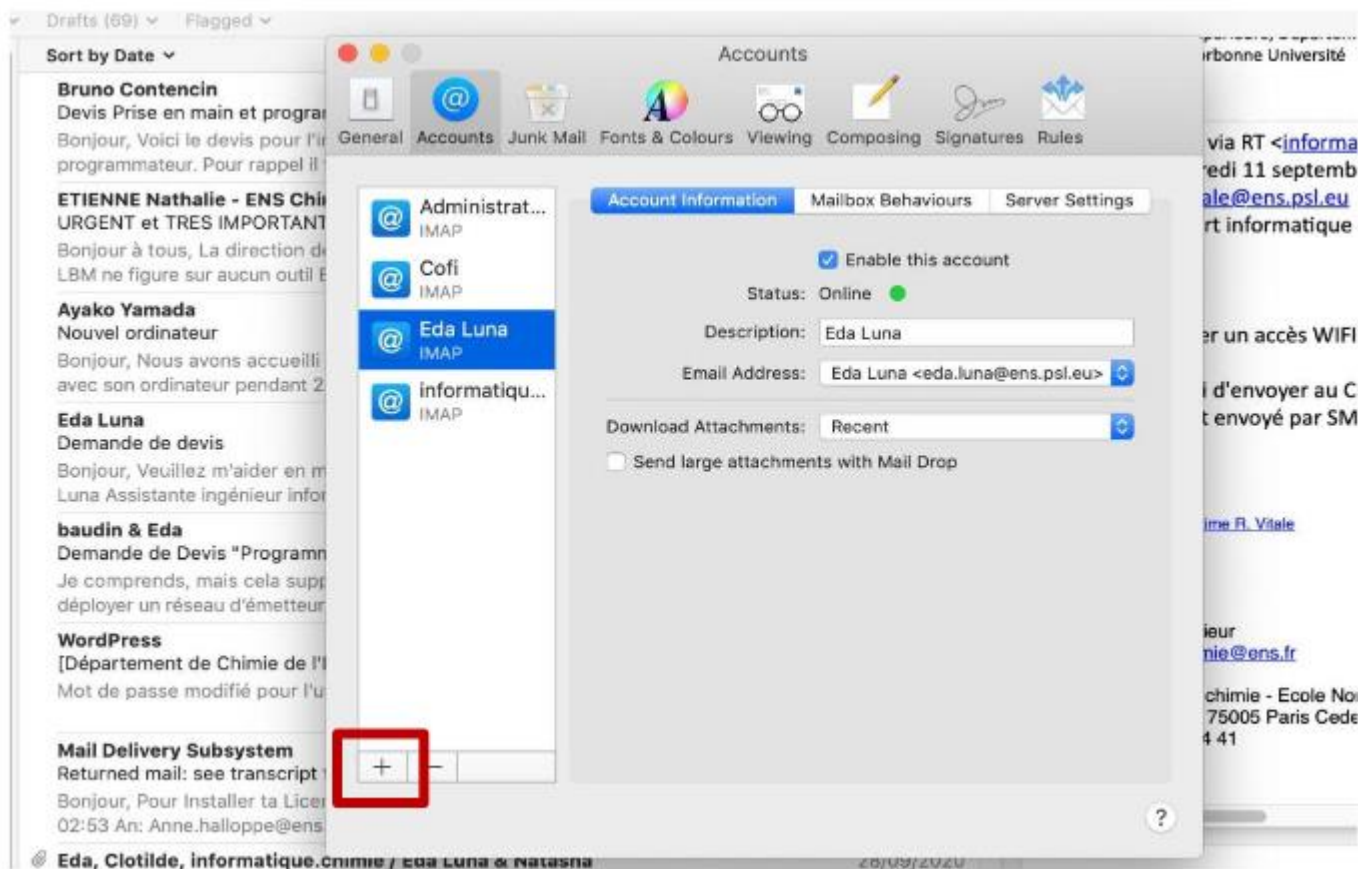


## Add an e-mail account on Mac

### 1. Open the mail app and go to *preferences*

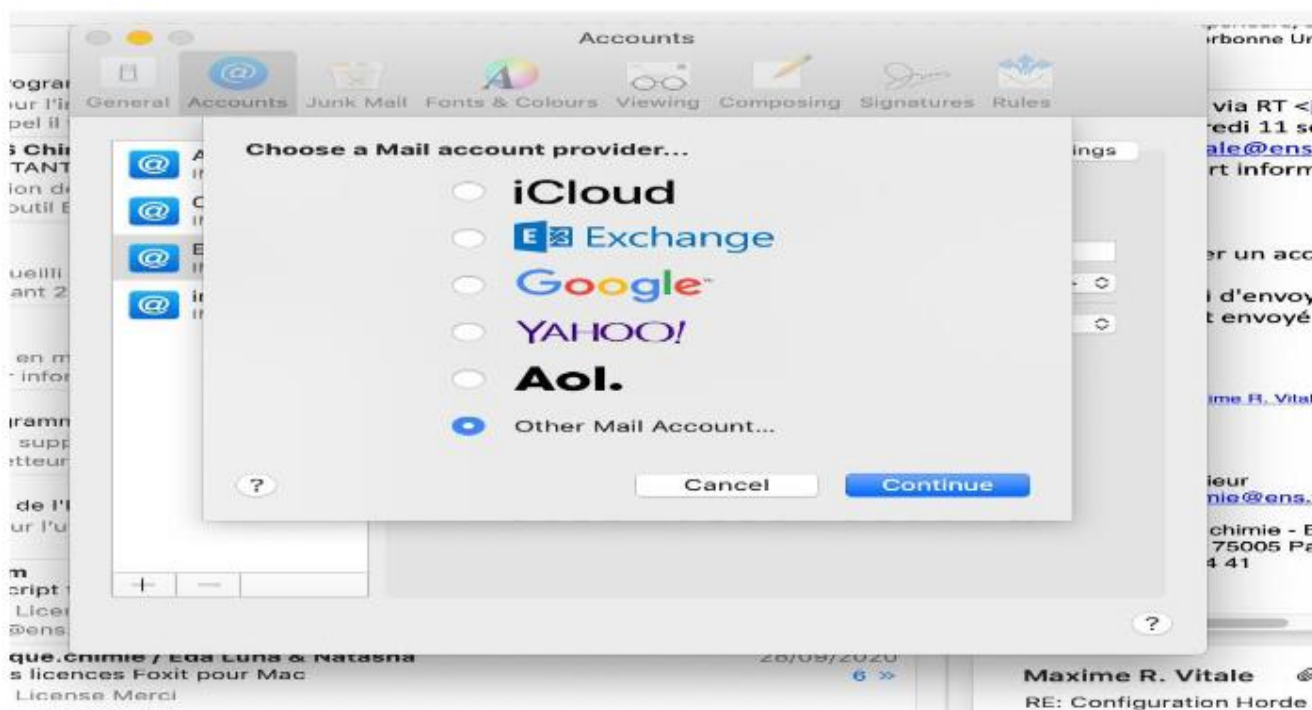


### 2. At the bottom of the window that opened, click on the + symbol to add an email account



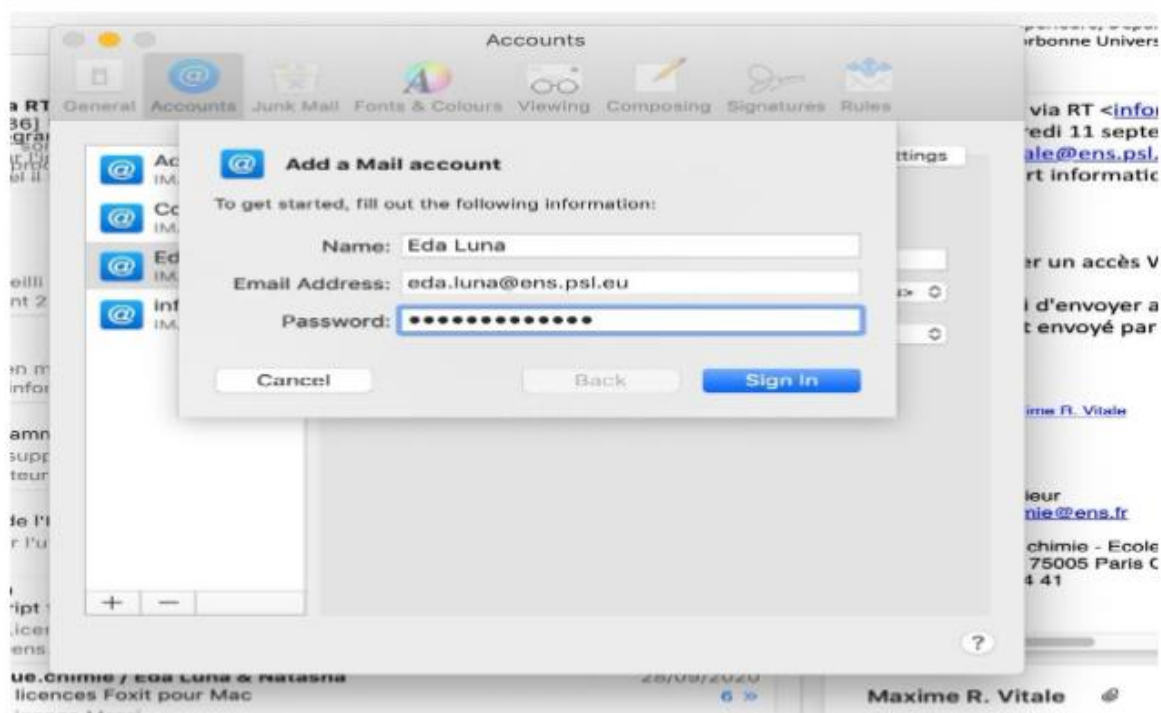
Multiple options of account creation will show up.

**3. Click on « other mail account »**

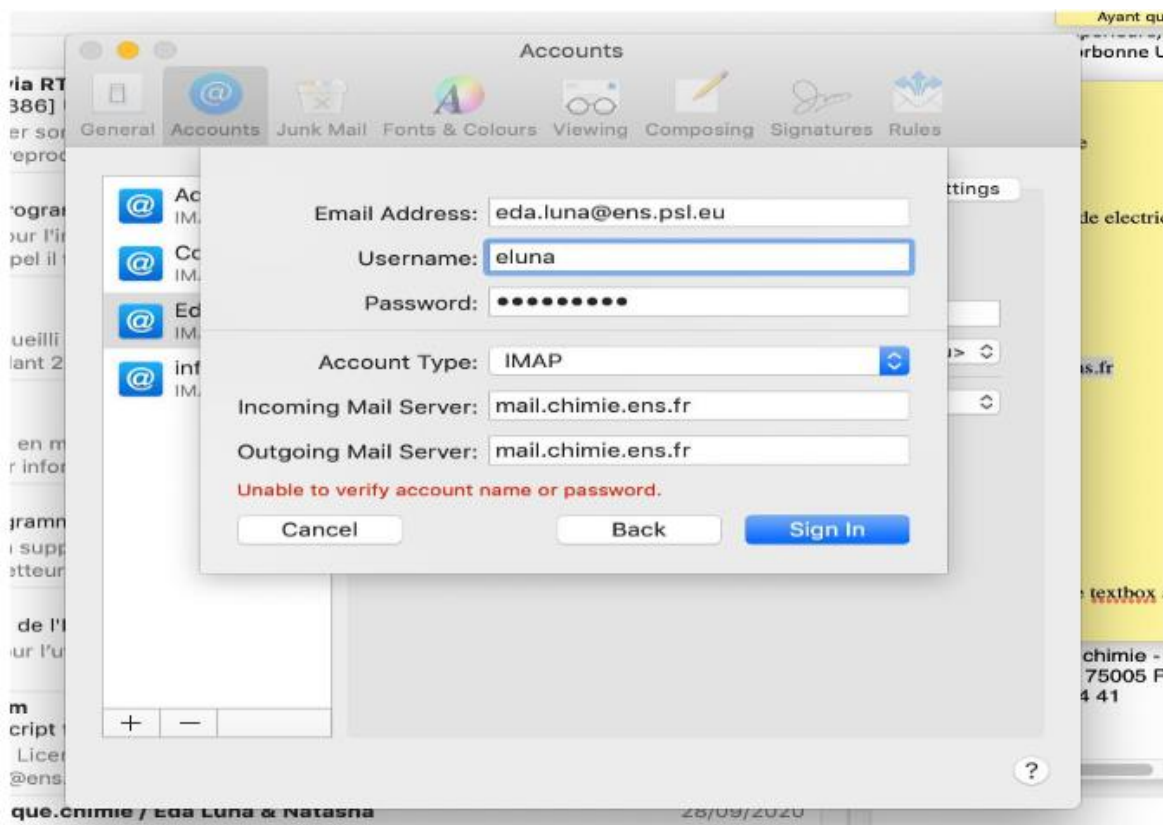


**4. In the window that opened, enter the following information:**

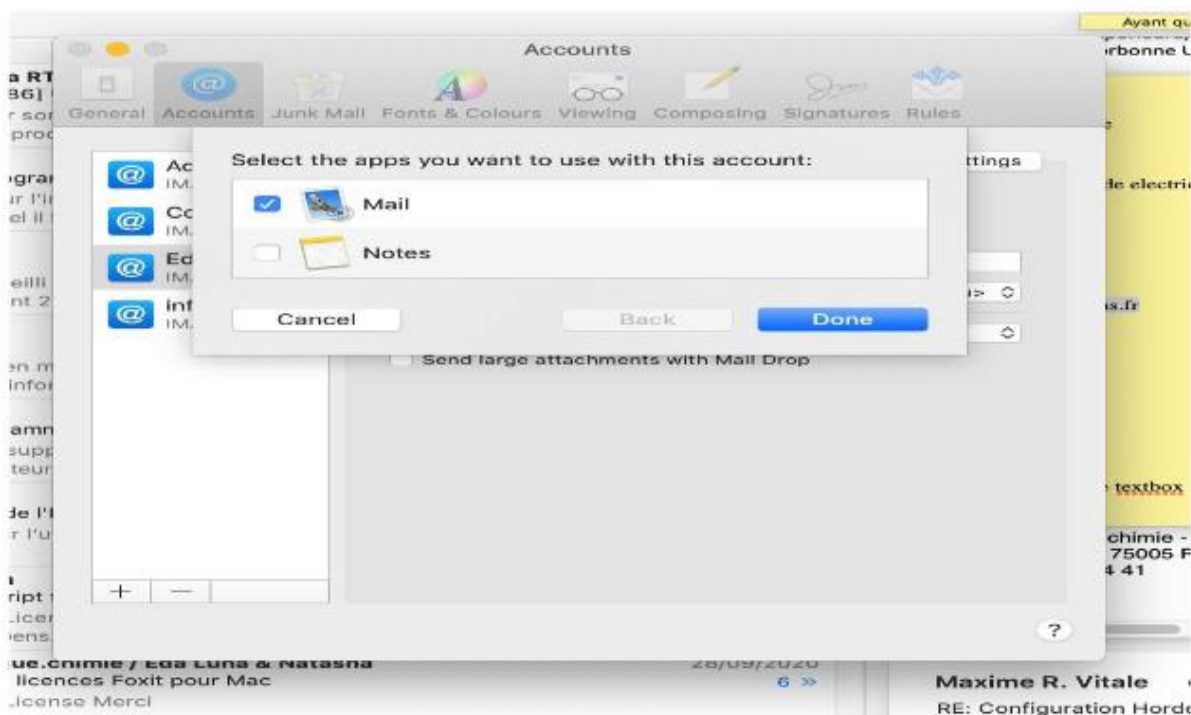
- 4.1 Your name, as it will appear when you send emails
- 4.2 Your email address: [prenom.nom@ens.psl.eu](mailto:prenom.nom@ens.psl.eu)
- 4.3 The password you have chosen with the administration or the IT department



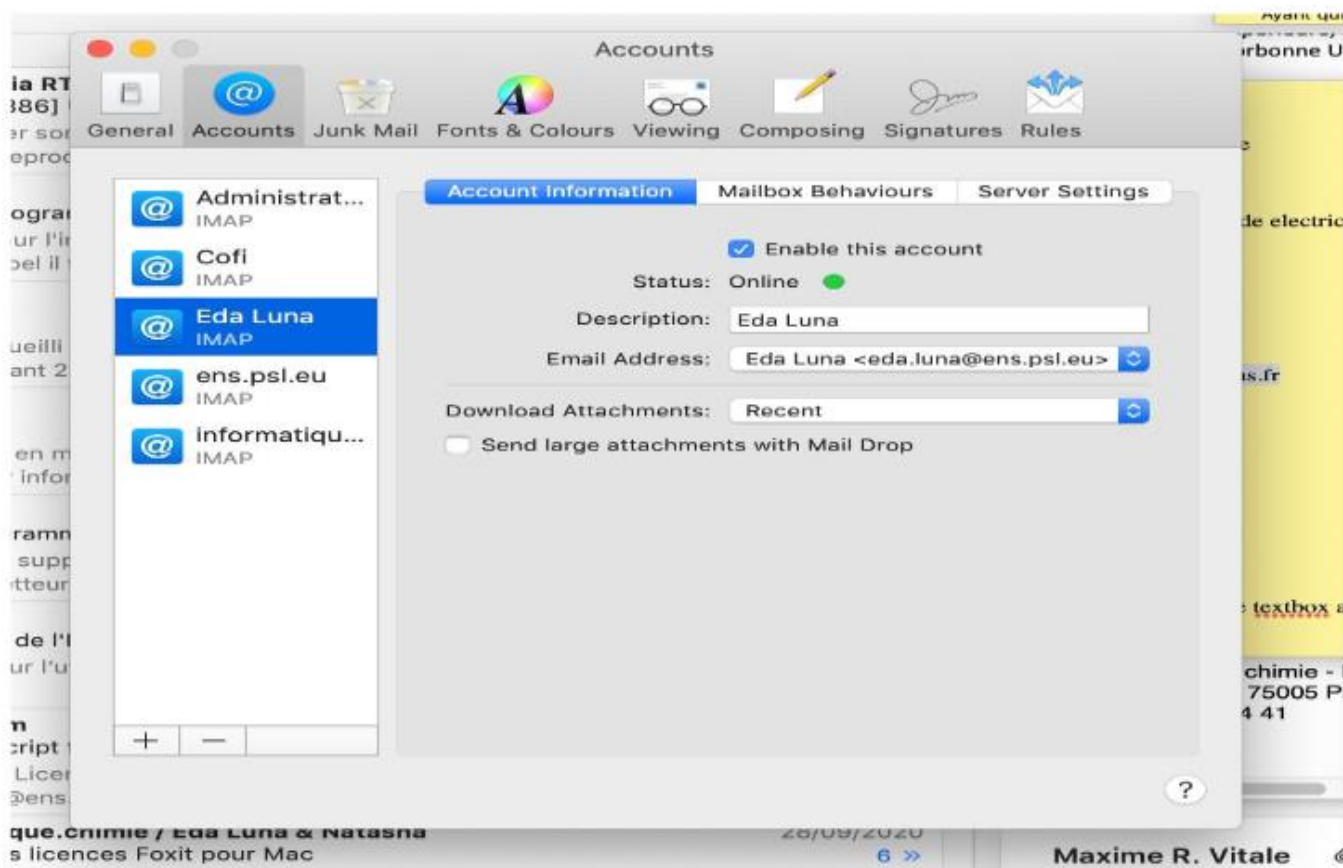
5. Even if the screen displays a message at the bottom in red indicating that your password is incorrect, proceed to enter the information for the ENS mail server as shown in the screenshot below :



6. Once finished, click on "Sign In" to finalize the creation of your account



7. Once the account is created, go to the "Name" box where the description "ens.psl.eu" will appear. You can personalize it with your name "Last Name First Name".



End of the tutorial.