

Emailing in Class or Grade Roster: Setup for Mac Users

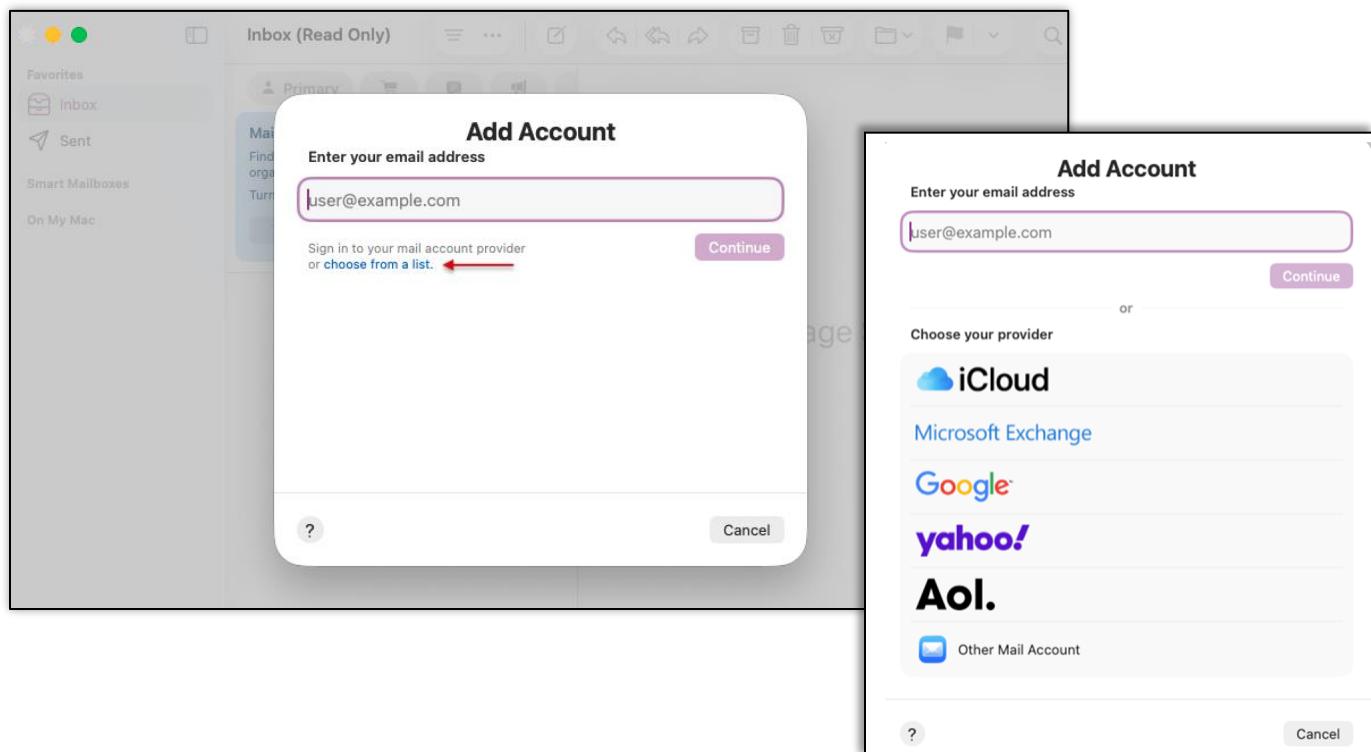
If attempting to email students from the MyBU Student Class Roster or Grade Roster on a Mac, and it doesn't seem to be responding correctly, it's possible that some device setup is needed. The following instructions outline how to configure mail defaults on a Mac.

Faculty can easily email students from their [Class Roster](#) or [Grade Roster](#). Full instructions can be found in their respective resources, but the email button is located in the top right corner of the pages.

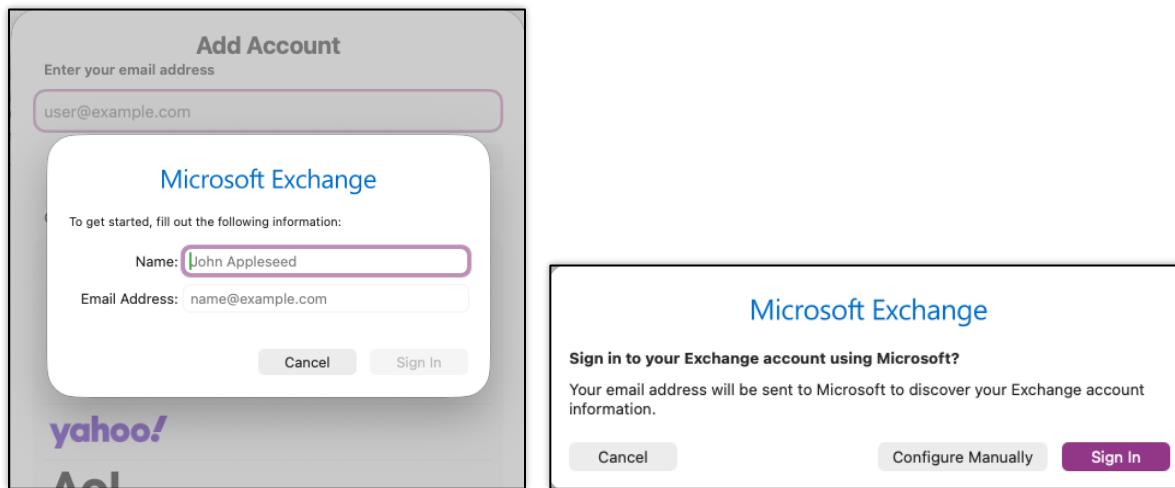


When selecting the email button, a blank screen may open and nothing happens. If this occurs, a default mail program may need to be defined on the Mac.

1. Go to the Applications folder on the computer, and select the **Mail** application.
2. If no account has been configured, the Add Account setup window will appear. Click the **choose from a list** link to view mail options.
3. Various provider options will display, click Microsoft Exchange to configure BU Outlook email. Or select another provider to use a different email.

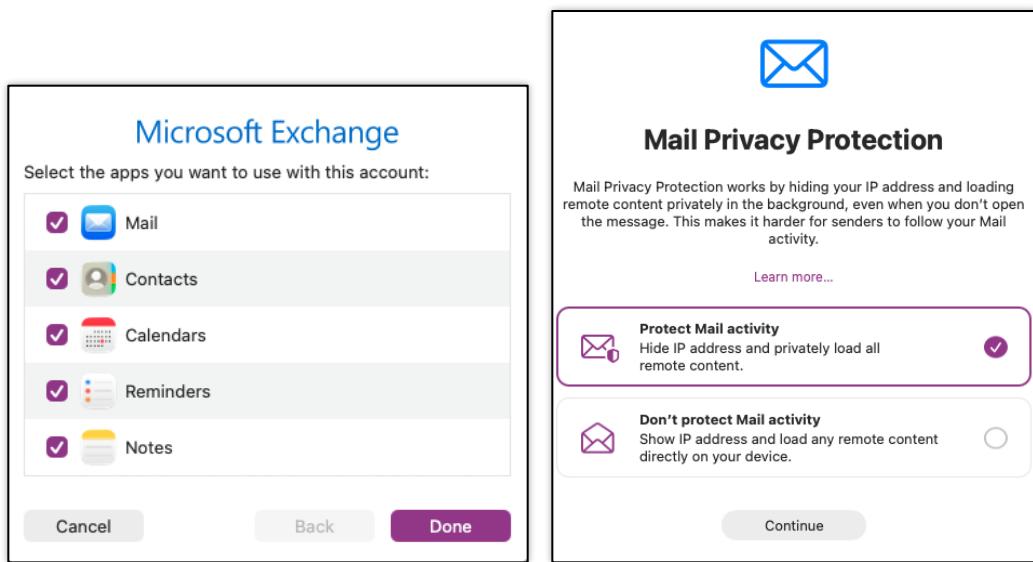


4. Follow the sign in prompts to complete the setup. If Microsoft has been selected, enter the BU email address and click **Sign In**. Click **Sign In** again upon the additional prompt.



5. Enter BU credentials and, if prompted, complete the DUO authentication.
 6. To finish Microsoft setup, additional options may display:

- Supplemental apps can be selected to use with the account – check the boxes for desired apps. Click **Done**.
- Choose the desired Mail Privacy Protections; opting for **Protect Mail Privacy** is appropriate. Click **Continue**.



Once email has been configured, sending emails from the Class or Grade Roster should now be successful.