Email

Topics

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- Email and IT Considerations for U-M Retirees, Alumni, and Employees Leaving U-M
- Email Clients
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  - Outlook
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  - Thunderbird
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- Email Etiquette
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- Phishing Scams - Email Requests for Personal Information
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Quick Info

- Clients Recommendations (Windows, Mobile, and Macintosh)
- Web Access to Email

Account Setup Pages

- Mail (Exchange) - Mac only
- Mail (IMAP) - Mac only
- Outlook
- Thunderbird

Clients

Windows

Michigan Medicine Exchange users are strongly encouraged to use the Outlook client. The recommended email client for all other users is Mozilla Thunderbird.

HITS Supported clients

- Outlook 2016
- OWA

Mobile

Michigan Medicine Exchange users are strongly encouraged to use Airwatch to sync their mail to the native email client on the mobile device.

HITS Supported clients
- Native Email (iOS, Samsung, LG, HTC, Sony)
- AirWatch Inbox (iOS / Android) (For now)
- AirWatch Boxer (iOS / Android) (Going Forward)
- OWA

**Macintosh**

Michigan Medicine Exchange users are strongly encouraged to use the Outlook client. The recommended email client for all other users is Mail (the Mac email program). Users may also use Mozilla Thunderbird.

HITS Supported clients
- Outlook 2016
- OWA

*For those users on BYOD devices that don’t have Outlook you can get outlook via Office 365 here: [http://computershowcase.umich.edu/item.php?cat=70&item=000365&id=3504](http://computershowcase.umich.edu/item.php?cat=70&item=000365&id=3504)*

**Email via Web access (URLs)**

Users of the Outlook email application are likely have an account on one of the Exchange servers; Outlook users located in the Health System will have an account on the UMHS Exchange server.

**OWA (Outlook Web App)** is Microsoft’s web-based Outlook 2016 client. Used on and off-campus, this web application can be accessed at email.med.umich.edu. It is essential to members of Michigan Medicine by providing email access anytime and anywhere. In order to access this website off-campus and off the UMHS network, you will need two-factor authentication. Be sure to enroll in Duo if you have not, already.

<table>
<thead>
<tr>
<th>Account</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITS Google Mail</td>
<td><a href="http://mail.umich.edu">http://mail.umich.edu</a></td>
</tr>
<tr>
<td>ITS Exchange</td>
<td><a href="http://exchange.umich.edu">http://exchange.umich.edu</a></td>
</tr>
<tr>
<td>Michigan Medicine Exchange</td>
<td><a href="http://email.med.umich.edu">http://email.med.umich.edu</a></td>
</tr>
</tbody>
</table>

To determine which mail server is associated with a IMAP account, look in the account settings under Thunderbird (or whichever IMAP-based email client is used).

In Thunderbird, go under the **Tools** menu and select **Account Settings**. The server is listed as the second option down on the left. Generally, typing the text in the **Server Name** field into a web browser will load the correct web access page.

If anything else is listed, contact MSIS and get help reconfiguring the email client.

The mail server information can also be found in the **Email Forwarding Address** field in the **UMOD - UM Online Directory**.