## Getting Connected - UAlbany Mail

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<th>Mail Client</th>
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| Outlook on the web               | Mail, Contacts, Calendar| • ITS-supported option  
• Requires an active Internet connection  
• Limited editing abilities for some mail rules  
• No ability to delegate mailbox, Inbox, or other mail folder permissions | • Use Outlook on the web (OWA) to Access UAlbany Mail  
• Problems Logging into OWA |
| Outlook                          | Mail, Contacts, Calendar| • ITS-supported option  
• Most functionality over all other mail clients  
• Windows: Outlook 365, 2019, or 2016  
• Mac: Outlook for Mac | • Configuring Outlook (Windows)  
• Installing Outlook for Mac  
• Working with a Departmental Mailbox or Calendar  
• Working with a Shared Personal Mailbox or Calendar  
• Update Multiple Outlook Mail Profiles |
| macOS Mail                       | Mail, Contacts, Calendar| • ITS does not recommend the use of these mail client types; Outlook is recommended for macOS and Windows  
• If your mailbox's server changes, manual updates to your configuration may be needed in order to reconnect to your account | • Configuring Mail for OS X |
| Windows Mail and Calendar apps   | Mail, Contacts, Calendar| • ITS-supported option  
• Windows: Outlook 365, 2019, or 2016  
• Mac: Outlook for Mac | • Outlook App for iPhone or iPad  
• Outlook App for Android |
| Outlook Mobile app               | Mail, Contacts, Calendar| • ITS does not recommend the use of these mail client types; Outlook Mobile app is recommended for iOS and Android  
• No ability to modify mail rules | • Configuring the built-in app on an iPhone or iPad  
• Configuring the built-in app on an Android |
| Mobile Device native Mail app (iOS, Android) | Mail, Contacts, Calendar| • ITS does not recommend the use of these mail client types; Outlook Mobile app is recommended for iOS and Android  
• No ability to modify mail rules | • Configuring the built-in app on an iPhone or iPad  
• Configuring the built-in app on an Android |

⚠️ **Having trouble setting up your mail client or device for UAlbany Mail?**  
Try confirming your password is initialized for UAlbany Mail.
Need more help? Contact the ITS Service Desk.