

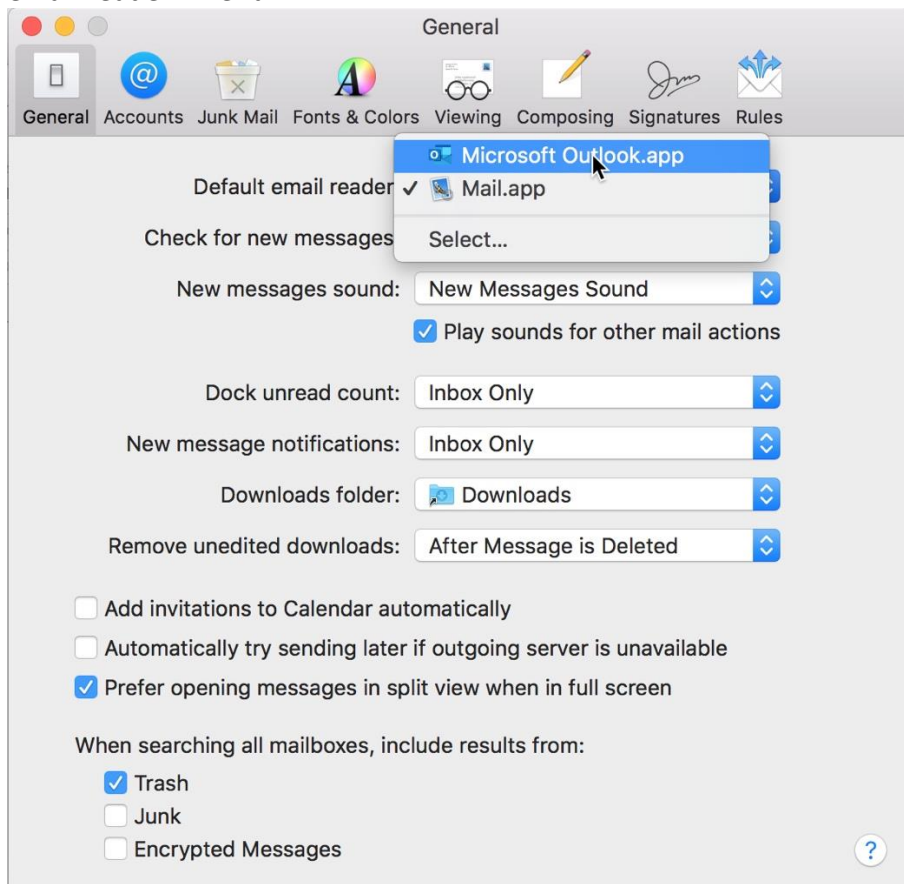
Instructions on how to set your default email client for Macs and PCs. For use with DukeHub 2.0 email functionality (i.e. View Advisees, Class Roster, etc. – Email options).

Mac – Default Email

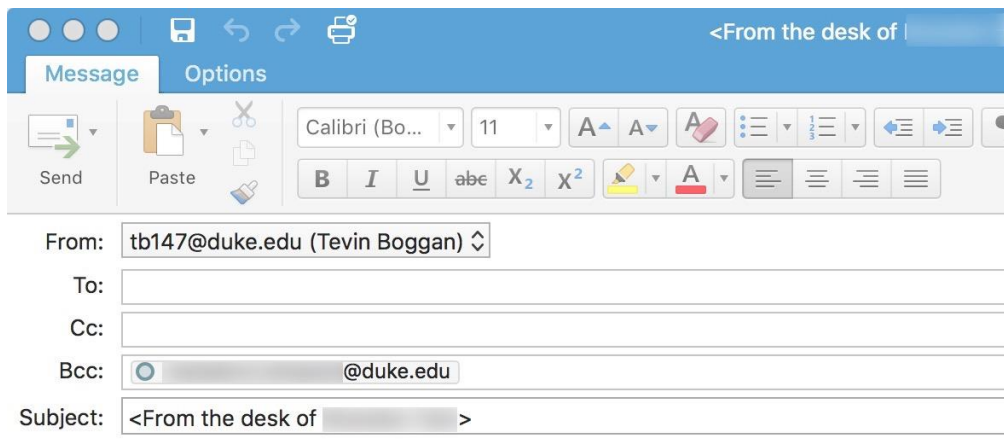
When Mac Mail incorrectly format the email from DukeHub with a blank space or use an none Duke email.



Using DukeHub on Mac email workaround issue (change mail default): While in Mac Mail, in the top left corner click Mail > Preferences. Under General > Choose an email app from the “Default email reader” menu

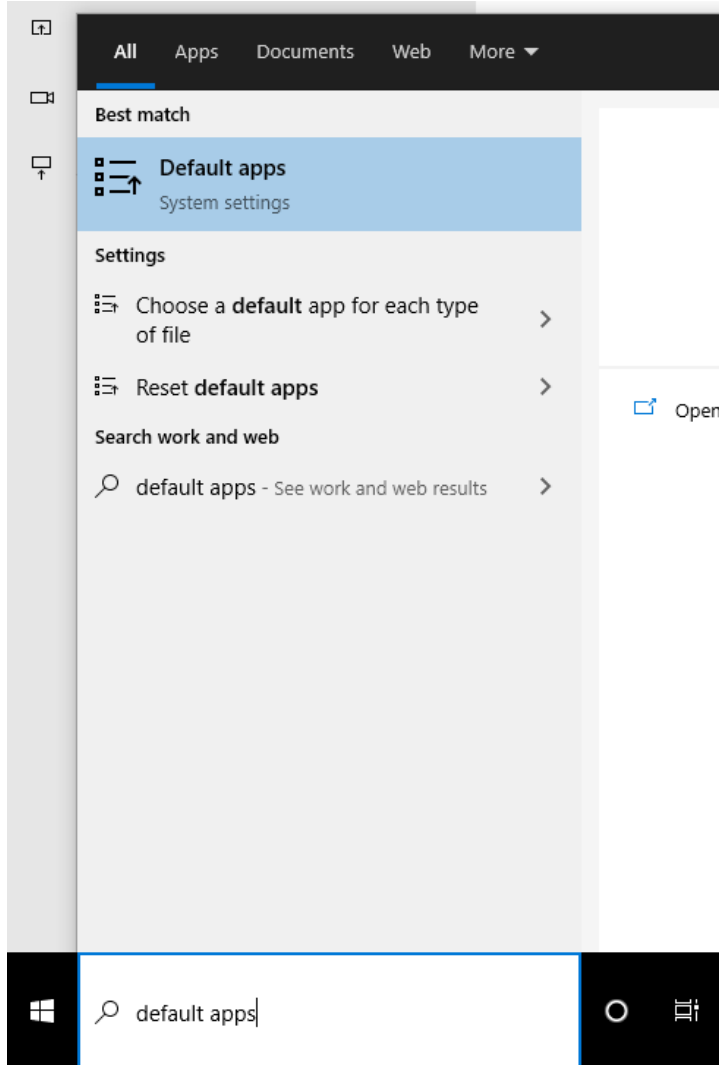


Outlook app is now set as default on Mac:

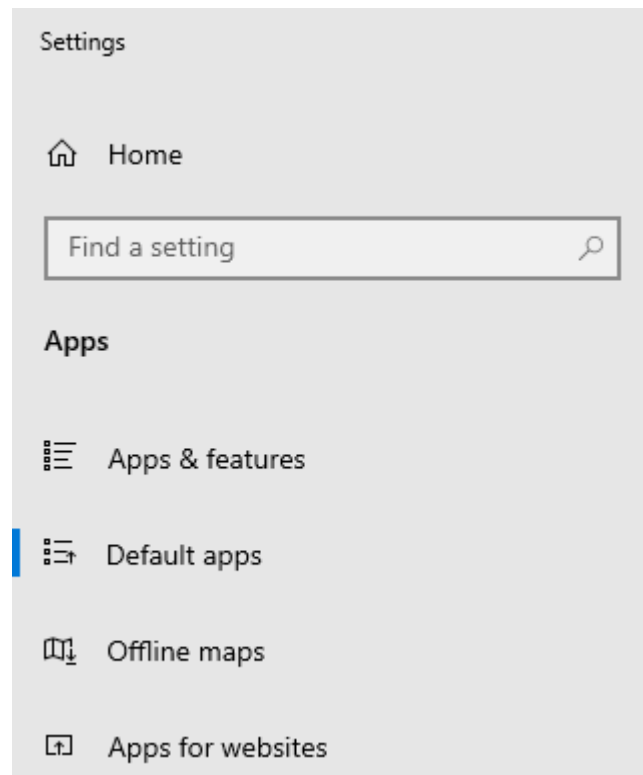


PC – Default Email

Search Default apps.



Select Mail.



Default apps

Choose default apps

Email



Mail

Maps



Maps

Select your preferred email client (i.e. Outlook).

The image shows the Windows Settings application. On the left is a navigation pane with the following items: Settings, Home, a search box labeled 'Find a setting', and an 'Apps' section containing 'Apps & features', 'Default apps' (highlighted with a blue bar), 'Offline maps', 'Apps for websites', 'Video playback', and 'Startup'. The main area is titled 'Default apps' and 'Choose default apps'. Under the 'Email' category, 'Mail' is listed. Under the 'Maps' category, a 'Choose an app' dialog is open, listing several options: 'Mail' (Recommended for Windows 10), 'Firefox', 'Google Chrome', 'Microsoft Edge', 'Outlook 2016' (which is highlighted with a grey background and a mouse cursor), and 'Look for an app in the Microsoft Store'. Below the dialog, the 'Video' category is partially visible, showing 'Look for an app in the Microsoft Store'.