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.

- Choose a default app for each type of file
- Reset default apps
- Search work and web
- default apps - See work and web results
Select Mail.

Settings

🏠 Home

Find a setting

Apps

 Apps & features

 Default apps

Offline maps

Apps for websites

Default apps

Choose default apps

Email

Mail

Maps

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