Setting up APPLE MAIL

1. If you have never configured a mail account in Apple Mail on your laptop – go to step 5.
2. If you have an existing account in your Apple Mail profile, select Mail > Preferences...
3. Click Accounts
4. Click +
5. Enter your name in the Full Name field
6. Enter your email address in the Email Address field as firstname.lastname@mssm.edu
7. Enter your e-mail password
8. Click Continue
9. Select Exchange 2007 from the Account Type pull down menu
10. Description field is optional
11. Incoming Mail Server is: mail.mssm.edu
12. In the User name field enter: mssmcampus\your email user name
13. Enter your e-mail password
14. Optional setting: to sync MS Exchange server side Address Book contacts and Calendar entries, put a checkmark next to Address Book contacts and iCal calendars
15. Click Continue
16. Put a checkmark for use Secure Sockets Layer (SSL)
17. Click Continue
18. Put a checkmark for Take account online
19. Click Create
20. Close Preferences