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**