

Connecting MacMail to Microsoft Exchange Account

Microsoft Exchange

1. Open **MacMail**. If opening MacMail for the first time, skip to step 3.
2. Go to: **MacMail > Add Account**
3. Select **Exchange**
4. Enter the following:
 - Name: Enter your full name
 - Email Address: Enter your Andrews email address (for example, tony@andrews.edu)
 - Password: Enter your Andrews password
5. Select **Create**. MacMail will try to discover your account settings
6. At the "Account Summary" page, select **Continue**
7. Select which components you would like MacMail to synchronize
8. Select **OK**.
9. MacMail will begin the synchronization of your account