

# Configuring iCal and Mac Address Book for Exchange 2010

UPDATED 10/16/12

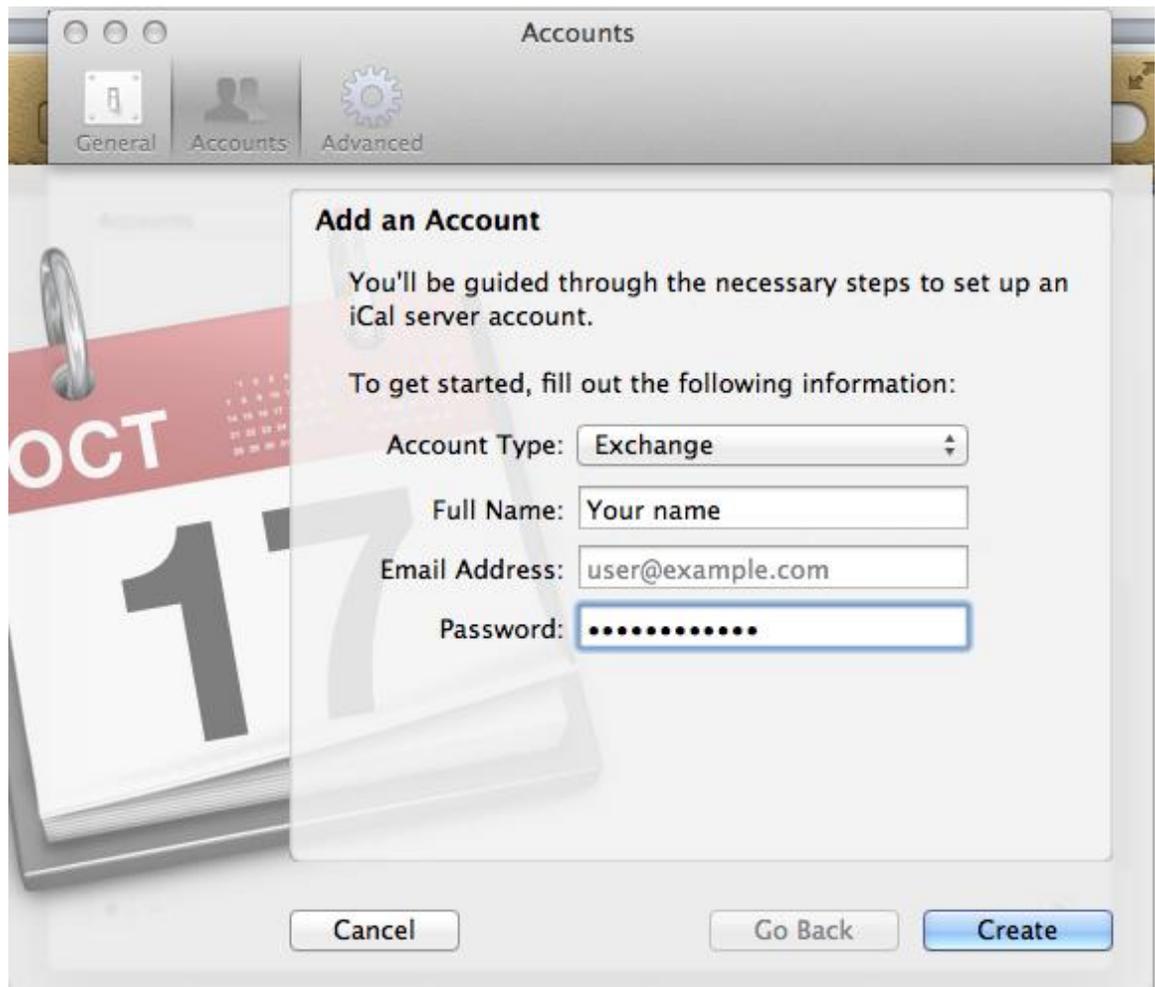
If you are not running Mac OSX Mail, or did not choose to synchronize calendar or contacts when you first configured Mac OSX Mail, you can configure iCal or Address Book separately to synchronize with your Exchange account.

## iCal Setup for Exchange 2010

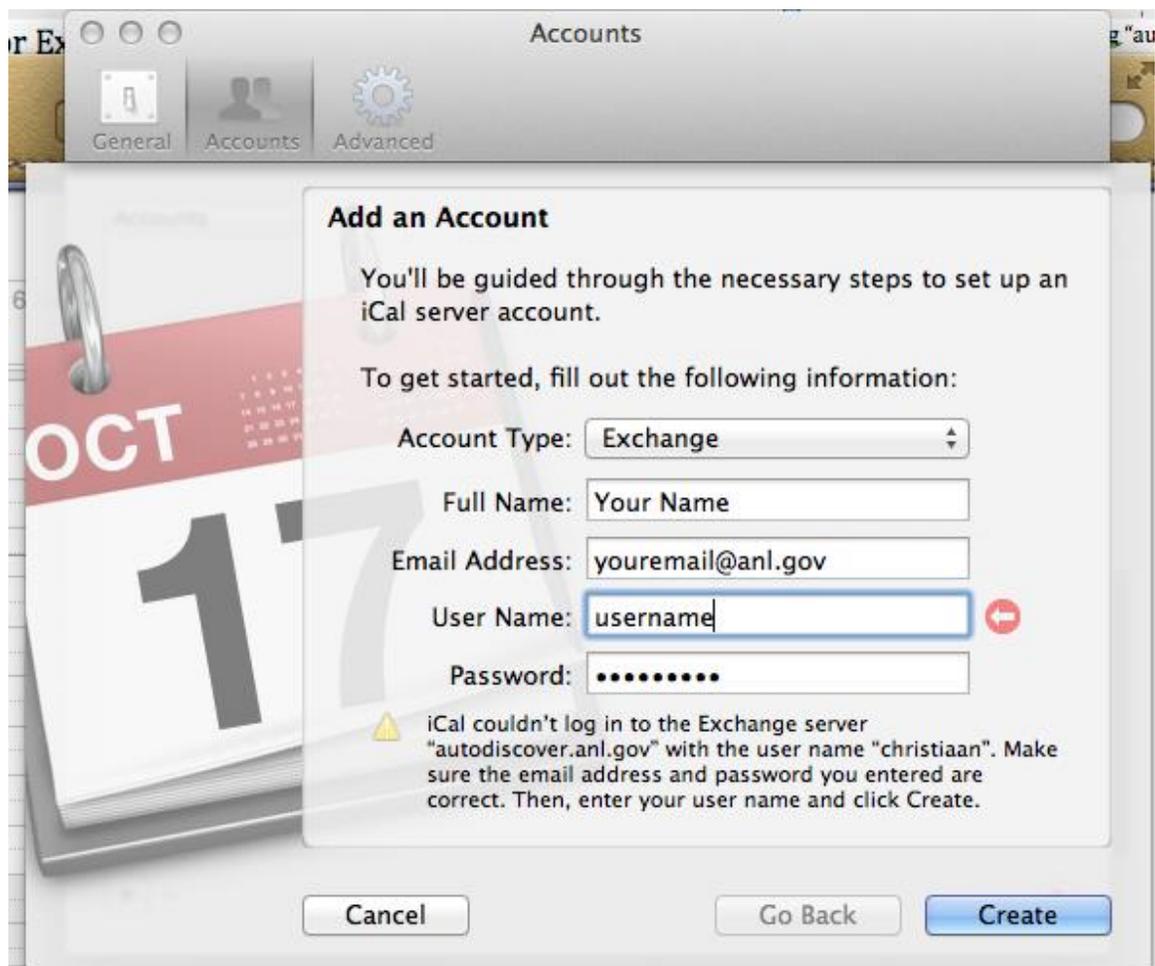
1. Open iCal. From the iCal menu choose Preferences, then Click Accounts, and then the (+) button at the bottom left to create an account.



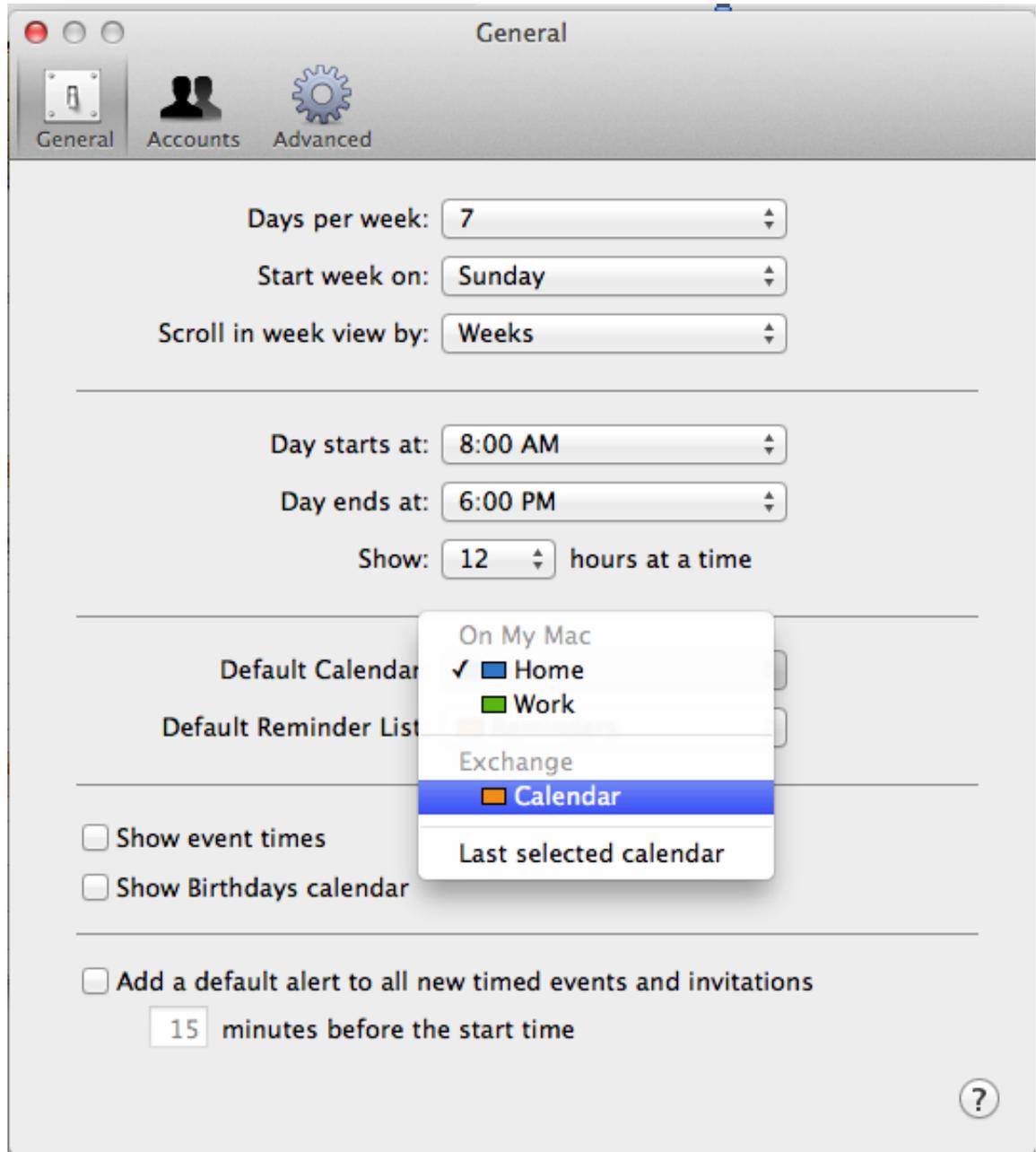
2. Choose "Exchange" as the account type, and enter your personal information. In the Email address field, use your default email address, which may be in the format @anl.gov, @aps.anl.gov, @mcs.anl.gov, @alcf.anl.gov, or perhaps one of several other domains available.



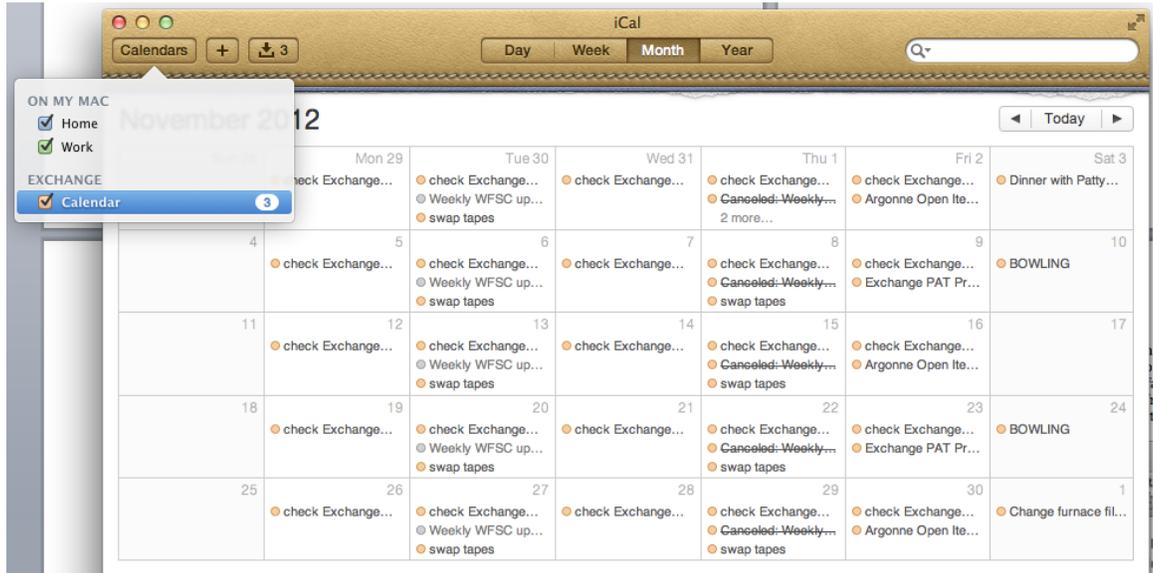
3. If you receive an error indicating “autodiscover.anl.gov failed”, enter your username as well. This usually occurs when your username and email address are different. Click “Create” when complete.



4. In most circumstances, we recommend that you make your Exchange Calendar your default Calendar. To do so, click the “General” Tab and change the default Calendar to Exchange→Calendar. You may also want to Change your default Reminder list to Exchange→Tasks, which you can do here as well.

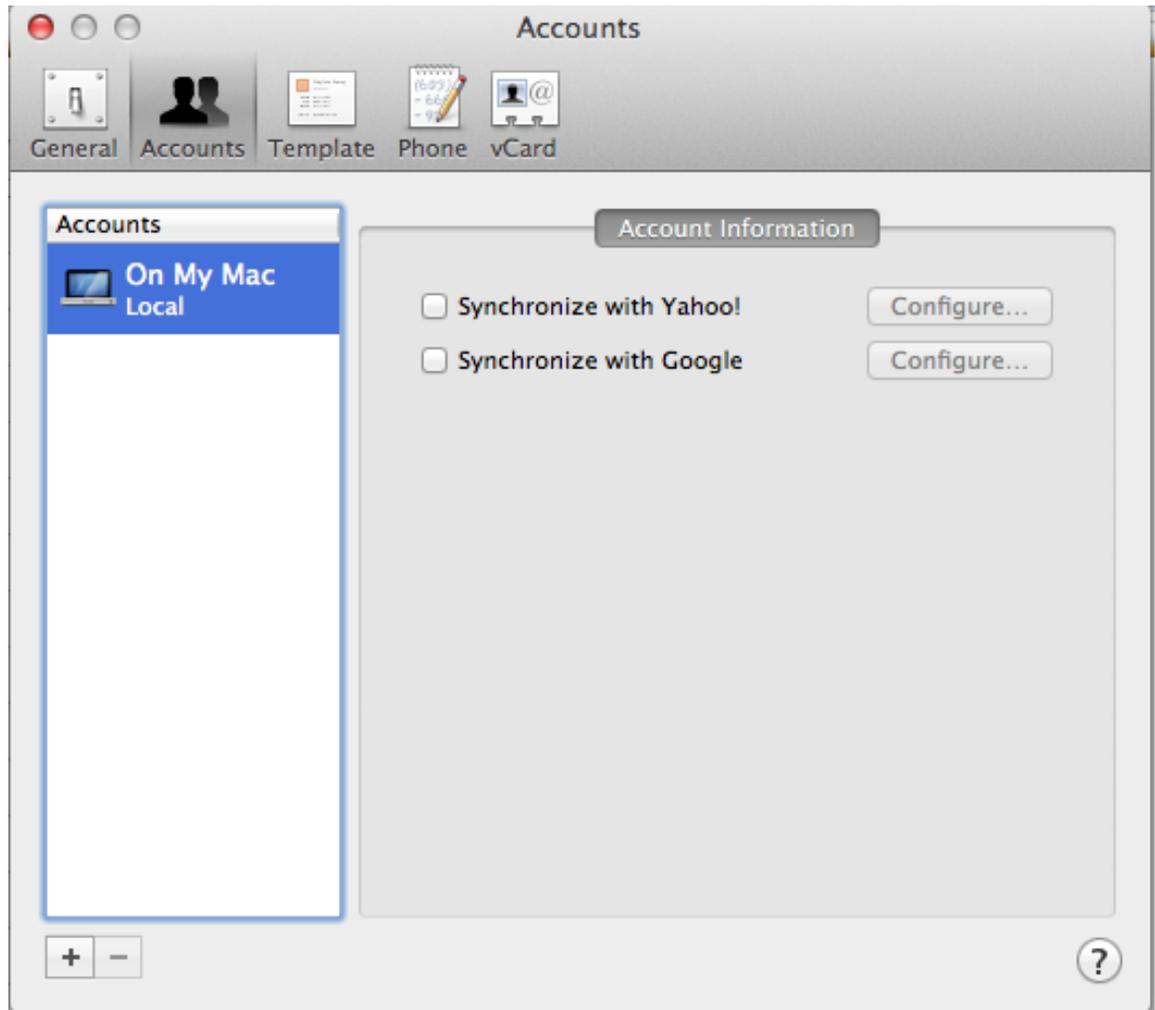


5. Your Exchange calendar will show up along side your other iCal Calendars under the “EXCHANGE” header. If you have already been granted access to other Calendars, they will show up under the “DELEGATES” header

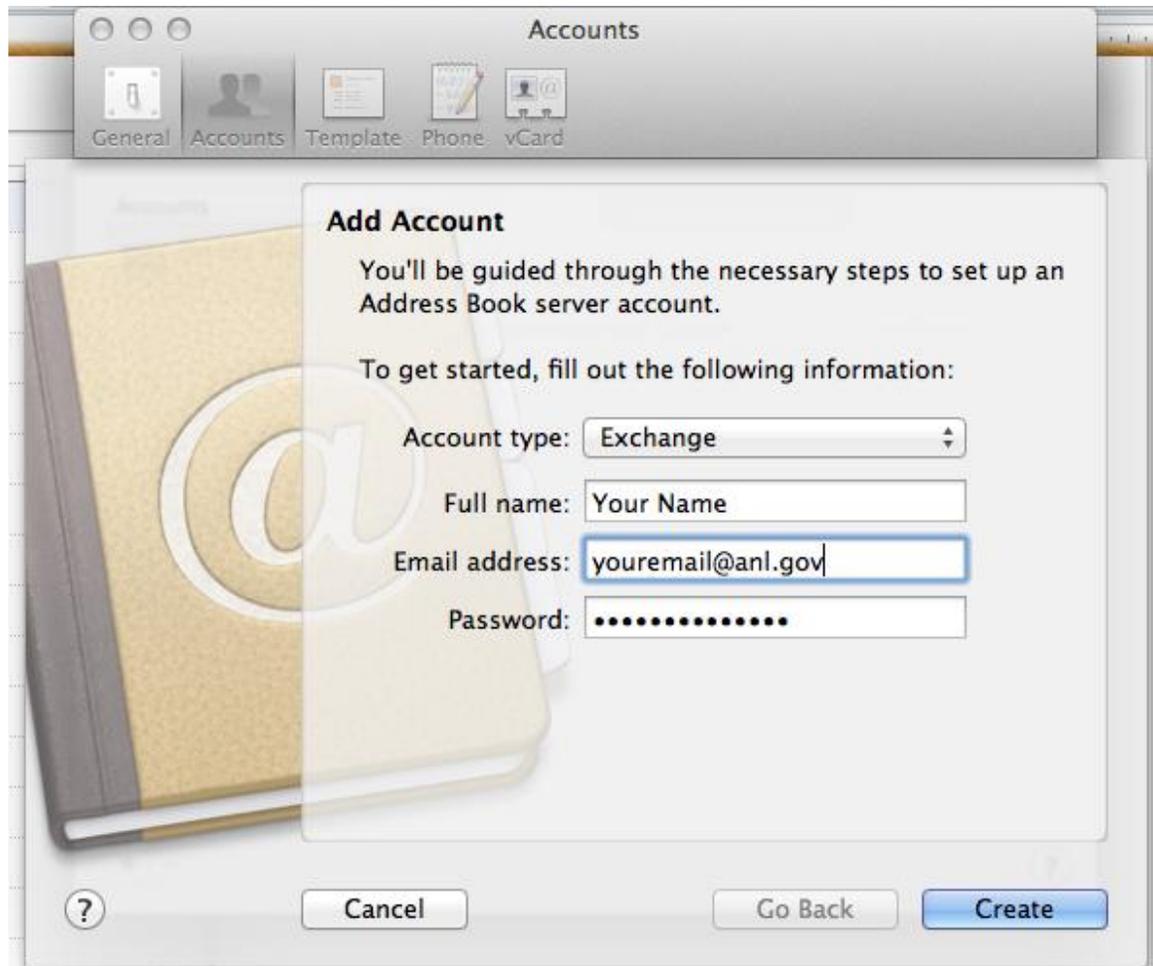


## Mac Address Book Setup for Exchange 2010

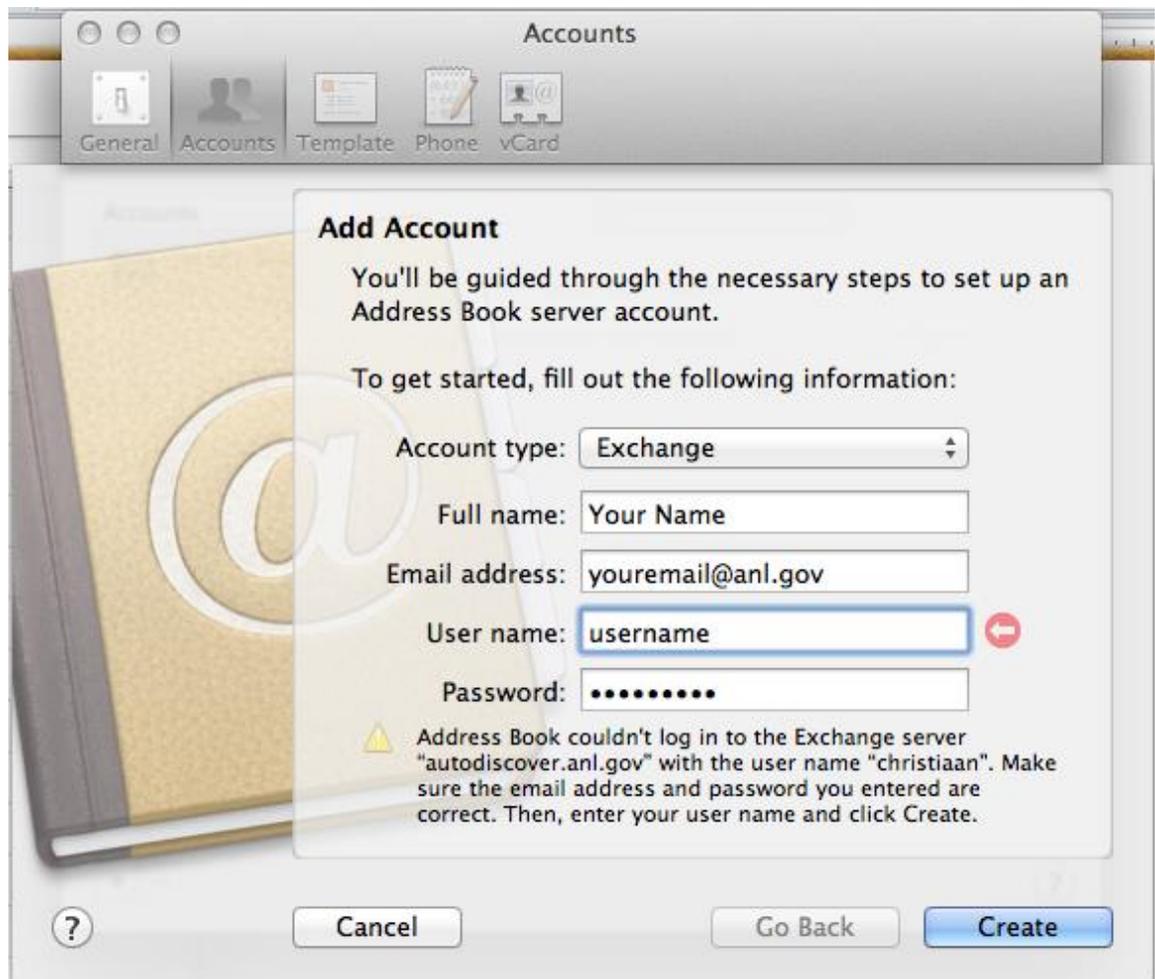
1. Open the Address Book application. From the “Address Book” menu choose Preferences, then Click Accounts, and then the (+) button at the bottom left to create an account.



2. Choose “Exchange” as the account type, and enter your personal information. In the Email address field, use your default email address, which may in the format @anl.gov, @aps.anl.gov, at @mcs.anl.gov, @alcf.anl.gov, or perhaps one of several other domains available.



3. If you receive an error indicating “autodiscover.anl.gov failed”, enter your username as well. This usually occurs when your username and email address are different. Click “Create” when complete.



4. If you would like the Exchange Address book to be your default Address book, you can click on the “General” icon and make that settings change. One advantage to setting Exchange as your default address book is that any new contacts you create will automatically sync to your Exchange mailbox and therefore to any other applications or devices that access your Exchange contacts list.

