Configuring Mac OSX Mail for Exchange 2010

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1. Open Mac OSX Mail, enter your personal information, and click "Continue"

Welcome to Mail				
ST ?	Welcome to Mail You'll be guided through the steps to set up your mail account. To get started, provide the following information:			
2 4	Full Name:	Your Name		
	Email Address:	user@example.com		
1	Password:			
CURERINO				
?	Cancel	Go Back Continue		

2. 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 "continue" when complete.

Welcome to Mail				
A LO TO A LO TO CORERINO	Welcome to Mail You'll be guided to account. To get started, pro- Full Name: Email Address: User name: Password: Trying to log in "autodiscover.a and password	hrough the steps to set up your ovide the following information Your Name youremail@anl.gov username •••••••	r mail :]] ddress ontinue.	
?	Cancel	Go Back	Continue	

3. Verify the information is correct, and choose whether or not you would like to synchronize your contacts and calendar with exchange as well. Click "Create" when finished.

	Welcome to Mail
	Account Summary Mail found a server account for the email address you provided. The following account will be set up on your computer: Account type: Exchange Full name: Your name Email address: youremail@anl.gov Server address: mail.anl.gov Also set up: Contacts Calendars
?	Cancel Go Back Create

4. Mac Mail will then synchronize with your mailbox. If you chose to synchronize calendar events, those will be downloaded to iCal under the heading "ANL ". The default name for your Exchange calendar is "CALENDAR"



5. If you are synchronizing your Exchange calendar, we recommend that you make it your default iCal calendar. To do so, open iCal, choose "Preferences" from the iCal menu, and change your default calendar to ANL→CALENDAR. You may also want to change your Default Reminder List to ANL→TASKS, which you can do here as well.

000	General		
General Accounts Advanced			
Days per week:	7	\$	
Start week on:	Sunday	\$	
Scroll in week view by:	Weeks	\$	
Day starts at:	8:00 AM	+	
Day ends at:	6:00 PM	*	
Show:	12 ‡ hours at a time	2	
Default Calendar	On My Mac ✓ ■ Home		
Default Reminder List	Anl	_)	
	Calendar		
Show event times	Last selected calendar		
Show birthdays calendar			
Add a default alert to all ne	ew timed events and invita	ations	
15 minutes before the start time			
		?	

6. If you chose to synchronize your Exchange contacts, they will synchronize with the Mac Address Book application. In this case, we recommend that you make your Exchange Contacts the default contact account. To do so, open Address Book, choose "Preferences" from the iCal menu, and in the "General" Tab, make "ANL" your default account

00	General
General Accounts Template	Phone vCard
Show first name:	 Before last name Following last name
Sort By:	Last Name \$
Address Format:	United States \$
Default Accoun	On My Mac

7. By default, Junk Mail filtering is enabled in Mac OSX Mail. If you would prefer to disable it., from the "Mail" menu, choose "Preferences". Click the "Junk Mail" icon and modify settings as you see fit.

00	Junk Mai	I			
General Accounts RSS Ju	nk Mail Fonts & Colors	Viewing	Composing	Signatures	Rules
🗹 Enable junk mail f	iltering				
When junk mail arriv	es:				
💿 Mark as junk r	nail, but leave it in n	ny Inbox			
O Move it to the	Junk mailbox				
Perform custo	m actions (Click Adv	anced to	configure)		
The following types of	of messages are exer	not from	iunk mail f	filtering:	
Condex of messages are exempt from junk main intering.					
Sender of message is in my Previous Recipients					
Message is addressed using my full name					
🗹 Trust junk mail headers in messages					
Filter junk mail before applying my rules					
Reset Adva	inced				?
					0