

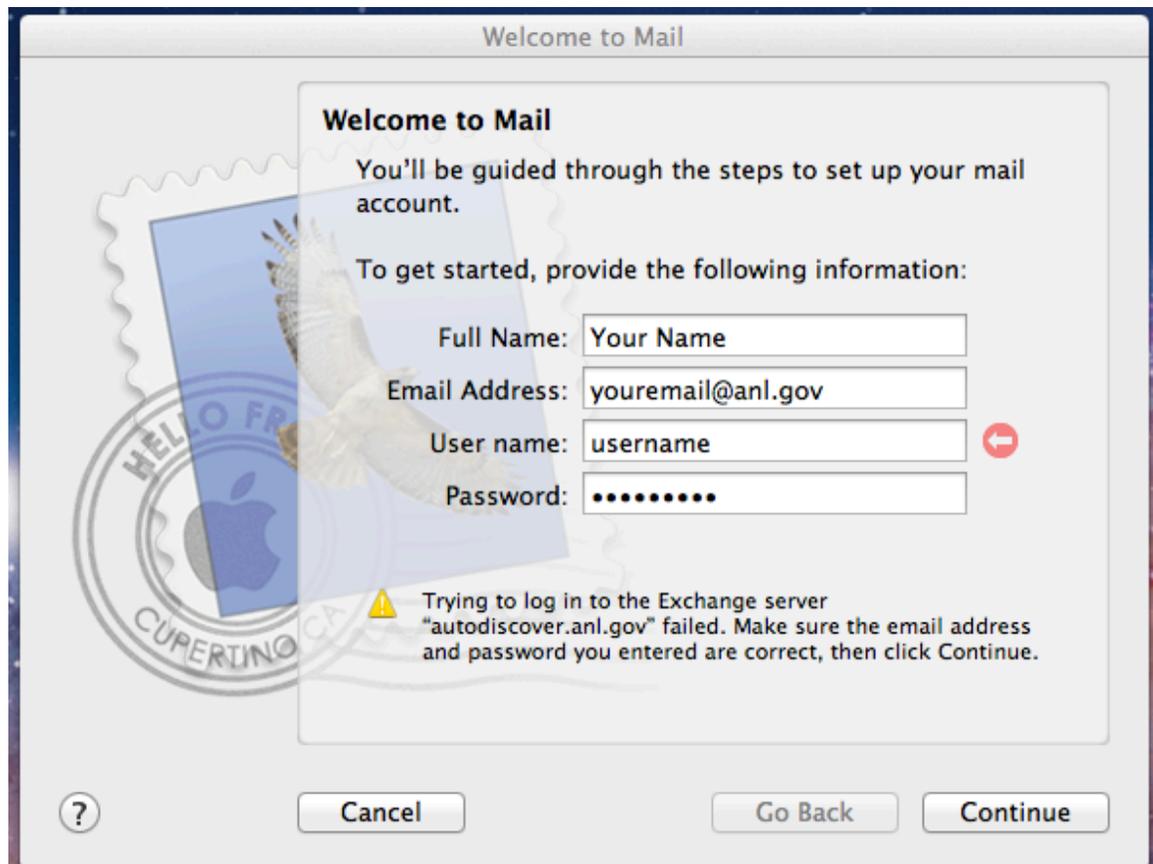
Configuring Mac OSX Mail for Exchange 2010

UPDATED 10/16/12

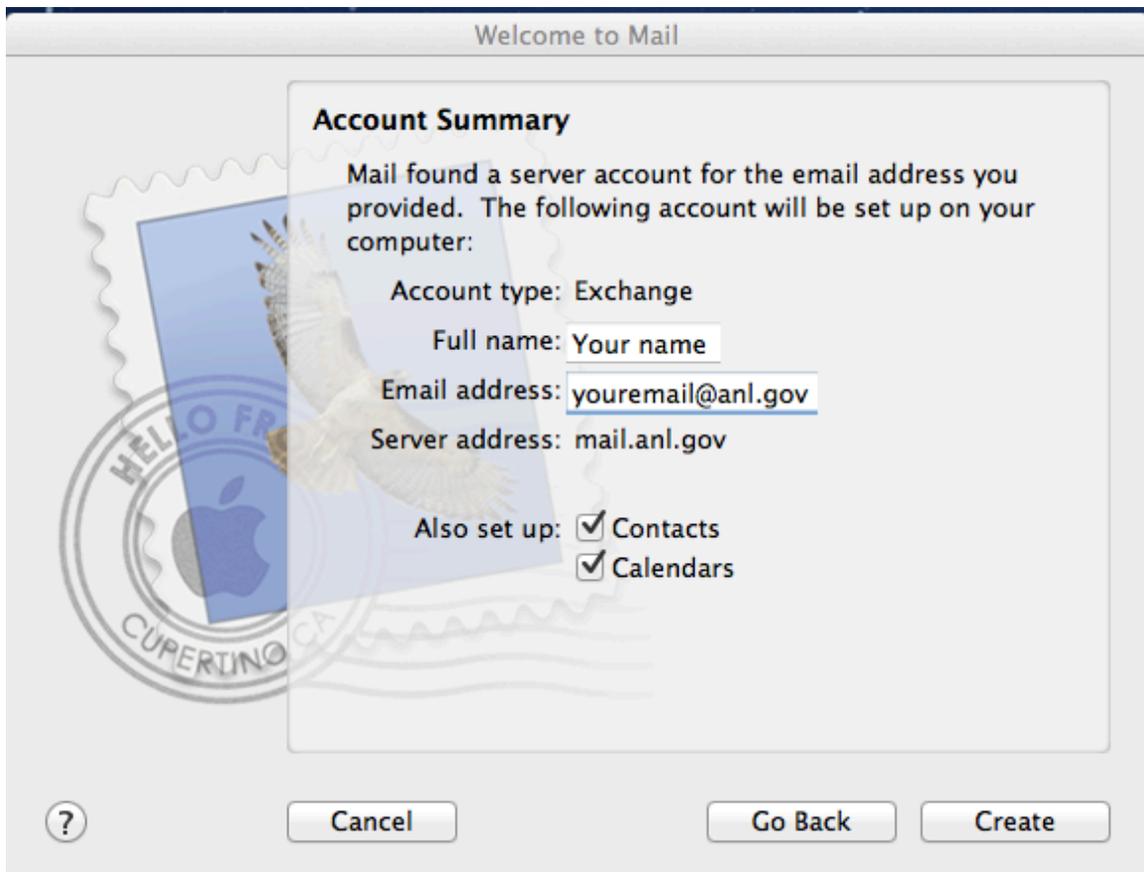
1. Open Mac OSX Mail, enter your personal information, and click “Continue”



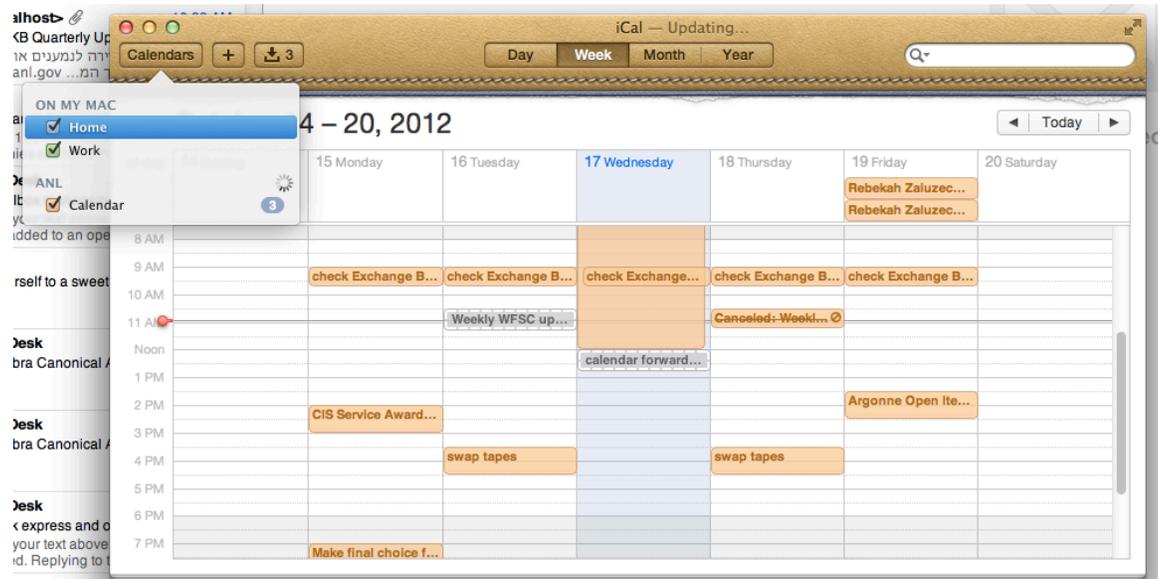
2. If you receive an error indicating “autodiscover.anl.gov failed”, enter your username as well. This usually occurs when your username and email address are different. Click “continue” when complete.



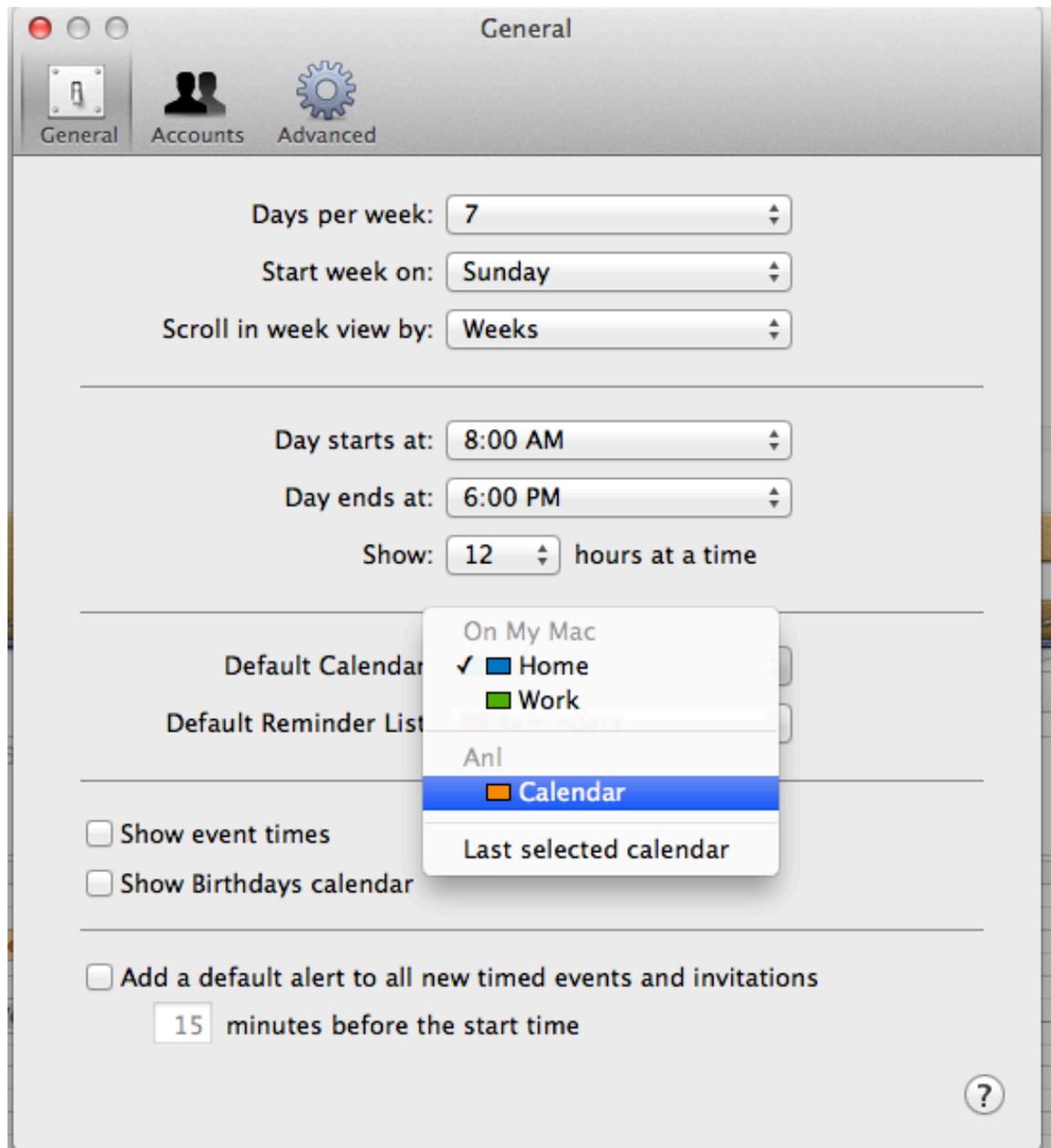
3. Verify the information is correct, and choose whether or not you would like to synchronize your contacts and calendar with exchange as well. Click "Create" when finished.



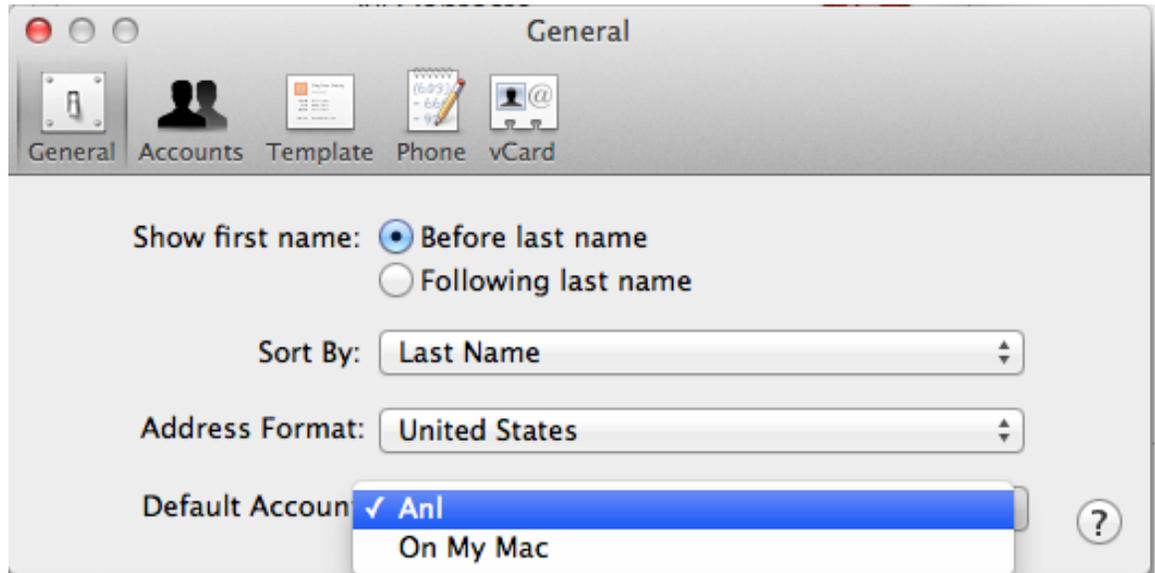
4. Mac Mail will then synchronize with your mailbox. If you chose to synchronize calendar events, those will be downloaded to iCal under the heading "ANL ". The default name for your Exchange calendar is "CALENDAR"



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.



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



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.

