Configuring iCal and Mac Address Book for Exchange 2010

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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 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. 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.

00	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	Work Exchange]
	Calendar	
 Show event times Show Birthdays calendar 	Last selected calendar	
Add a default alert to all ne Add a default alert to all ne	ew timed events and invit e start time	ations

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

0	00			iCal			R ^M
6	alendars +	4.3	Day	Week Month	Year	Q-	
		12					Today ►
Work		Mon 29	Tue 30	Wed 31	Thu 1	Fri 2	Sat 3
EXCHANGE		3 Neck Exchange	 check Exchange Weekly WFSC up swap tapes 	check Exchange	 Check Exchange Canceled: Weekly 2 more 	 check Exchange Argonne Open Ite 	Dinner with Patty
	4	o check Exchange	6 • check Exchange • Weekly WFSC up • swap tapes	7 o check Exchange	8 • check Exchange • Canceled: Weekly • swap tapes	9 • check Exchange • Exchange PAT Pr	10 • BOWLING
	11	12 • check Exchange	13 • check Exchange • Weekly WFSC up • swap tapes	14 • check Exchange	15 • check Exchange • Canceled: Weekly • swap tapes	16 • check Exchange • Argonne Open Ite	17
	18	19 • check Exchange	20 • check Exchange • Weekly WFSC up • swap tapes	21 • check Exchange	22 • check Exchange • Canceled: Weekly • swap tapes	23 • check Exchange • Exchange PAT Pr	0 BOWLING
	25	26 • check Exchange	27 • check Exchange • Weekly WFSC up • swap tapes	28 • check Exchange	29 • check Exchange • Canceled: Weekly • swap tapes	30 • check Exchange • Argonne Open Ite	1 O Change furnace fil

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.

General Accounts Template Phone vCard	
Accounts	
On My Mac Local Synchronize with Yahoo! Configure	
Synchronize with Google Configure	
+ -	?

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.

000	Acco	ounts	
General Accounts	Template Phone vCard		
6	Add Account You'll be guided th Address Book serv To get started, fill Account type: Full name: Email address: Password:	nrough the necessary steps ver account. out the following informat Exchange Your Name youremail@anl.gov	to set up an ion: ‡
?	Cancel	Go Back	Create

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.

000	Accounts	
General Accounts Template Phone	L @ Card	
Add Account	ded through the personal	steps to set up an
Address Boo	k server account.	steps to set up an
To get starte	d, fill out the following info	ormation:
Account	type: Exchange	\$
Full n	ame: Your Name	
Email add	ress: youremail@anl.gov	
User n	ame: username	
Passv	vord: •••••	
Address "autodist sure the correct."	Book couldn't log in to the Exch cover.anl.gov" with the user nam email address and password you Then, enter your user name and	ange server ne "christiaan". Make u entered are click Create.
7) Cancel	Go Bac	Create

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.

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	C Exchange On My Mac	?