## Adding Exchange to Apple Mail

## UPDATED 06/12/13

The instructions outlined in this document will add your Exchange mailbox connection to Apple mail while leaving your existing Zimbra mailbox connection intact. Once your migration is complete, you should remove your Zimbra mailbox from the Apple Mail accounts list, or connection errors will begin to appear.

Additionally, if you have your Zimbra calendar configured in iCal, you'll want to remove it, or you may see duplicate calendar entries.

Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between Zimbra and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding so they can be replicated.

If you have any message rules or filters configured within Apple Mail, you may want to export them before you begin so they can be re-imported after you set up your new mailbox. Instructions for exporting and importing your Apple Mail message rules can be found in the Email Services How-to section, or by referencing the following link.

https://wiki.inside.anl.gov/wiki\_inside/images/3/3a/Exporting\_and\_Importing\_Message\_ Rules\_in\_Apple\_Mail\_on\_Mac\_OS\_10.pdf 1. Open Mac OSX Mail, from the "Mail" menu, choose "Preferences".



2. Click the "+" sign to add a new account



3. Enter your personal information, and click "Continue"

Welcom	e to Mail
Welcome to Mail You'll be guided to account. To get started, pro	hrough the steps to set up your mail ovide the following information:
Full Name:	Your Name
Email Address:	user@example.com
Password:	
CORERINO	
? Cancel	Go Back Continue

4. 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.

	Welcom	e to Mail	
Welc Yo act	ome to Mail u'll be guided t count. get started, pro	hrough the steps to set up ovide the following inform	o your mail nation:
2 14	Full Name:	Your Name	
	Email Address:	youremail@anl.gov	
	User name:	username	
	Password:	•••••	
CURERINO	Trying to log in "autodiscover.a and password	n to the Exchange server anl.gov" failed. Make sure the e you entered are correct, then c	email address lick Continue.
? Can	cel	Go Back	Continue

5. 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.

	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
OFR	Server address: mail.anl.gov
LERUNO	Also set up: 🗹 Contacts 🗹 Calendars
1	Cancel Go Back Crea

6. 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"



7. 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	<b>‡</b>
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	
Default Reminder List	Work	h
	Anl	
Show event times	Last selected calendar	
Show Birthdays calendar		
	w timed events and invite	ations
15 minutes before th	e start time	
		?

8. 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:	<ul> <li>Before last name</li> <li>Following last name</li> </ul>
Sort By:	Last Name \$
Address Format:	United States \$
Default Accoun	On My Mac ?

9. 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 Junk M	ail Fonts & Colors	Viewing	Composing	Signatures	Rules
🗹 Enable junk mail filter	ing				
When junk mail arrives:					
💽 Mark as junk mail	but leave it in m	ıy Inbox			
O Move it to the Jun	mailbox				
Perform custom a	tions (Click Adva	anced to	configure)		
The following types of m	The following types of messages are exempt from junk mail filtering:				
Sender of message is in my Address Book					
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 Advance	d				?