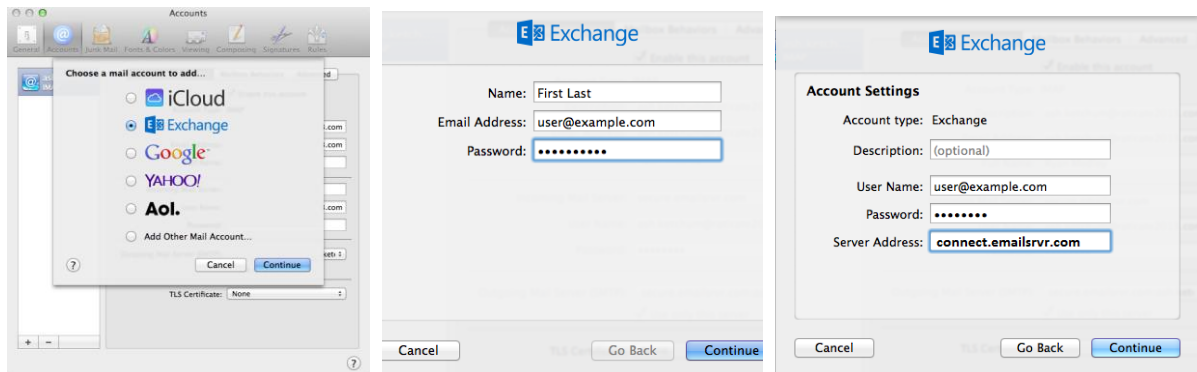
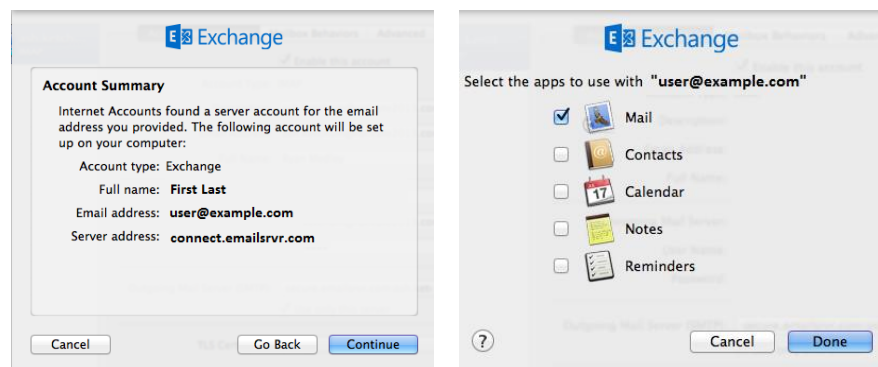


Manually configure Mac Mail for email hosted on Exchange 2010

1. Open Mac Mail and select **Mail > Preferences**.
2. In the new window that appears, click the **Accounts** tab in the top menu bar and then click the plus (+) symbol in the lower-left corner.
3. Select **Exchange** and then click **Continue**.
4. On the next page, enter your full name and your entire Microsoft Exchange email address and password. Then click **Continue**.
5. Enter the following information and then click **Continue**:
 - o **Description** - Enter a descriptive name for your mail account (for example, Work Mail)
 - o **User Name** - Enter your entire email address (for example, **user@example.com**)
 - o **Password** - Enter the password associated with the email account you are setting up.
 - o Enter the **Server Address** - Enter **mail.uws.edu**



6. Confirm the settings and then click **Continue**.
7. Choose any other options that you want to enable, and then click **Done**.



Your Microsoft Exchange 2010 email account is now set up with Mac Mail.