Configuring OS X Mail as Exchange

1) Open OS X Mail

2) If this is the first account, you will be prompted by the Mail Wizard, otherwise; go to the MAIL menu, choose PREFERENCES, click the Accounts tab; and then click the ‘+’ button at the bottom left.

3) Enter your full name, email address and password.

4) Click ‘Create’

5) Enter your BOL username.

6) Click ‘Continue’
7) You will then get this screen:

8) Check to make certain the info displayed is correct.

9) If you wish to turn on iCal for your exchange calendars (recommended), check the ‘Calendars’ box.

10) If you want to sync contacts with the exchange server, and have access to the Global Address List (recommended), check the ‘Contacts’ box.

11) Click create.