1. Click on System Preferences

2. Click on Mail, Contacts & Calendars
3. **Click on Microsoft Exchange**

   a. Next enter your Name (Lastname, Firstname), Vanderbilt email address, and ePassword and click **Continue**
i. Next enter an account description name
ii. User name: VUnetID
iii. Password: ePassword
iv. Server: email.vanderbilt.edu
v. Click Continue. You be presented with an account summary. Verify that your name, email address, and server are correct.

b. Select all items you wish to sync to your account.

c. Open mail