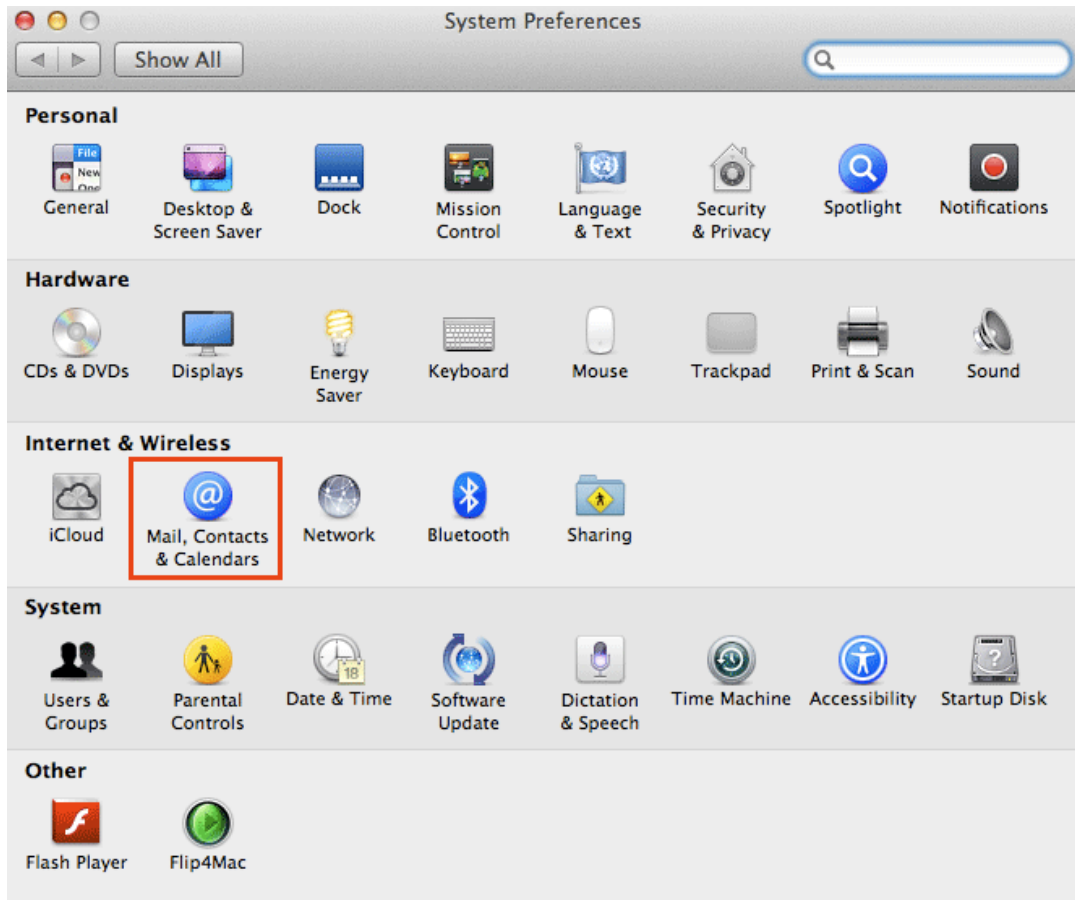


Macintosh Mail setup for OS X 10.8

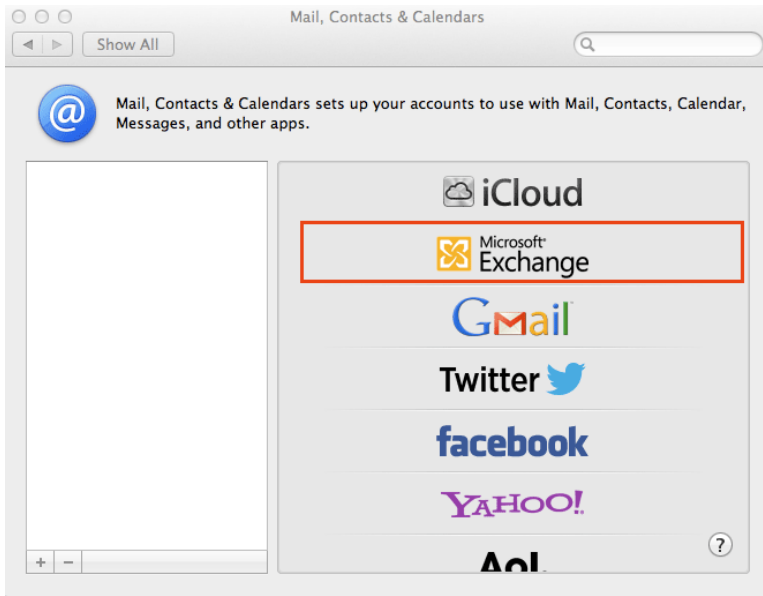
1. Click on System Preferences



2. Click on Mail, Contacts & Calendars



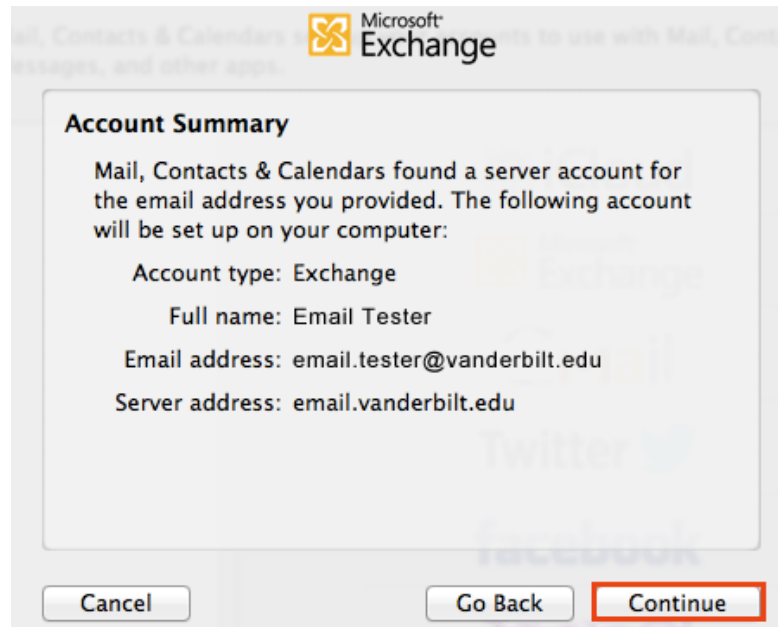
3. Click on Microsoft Exchange



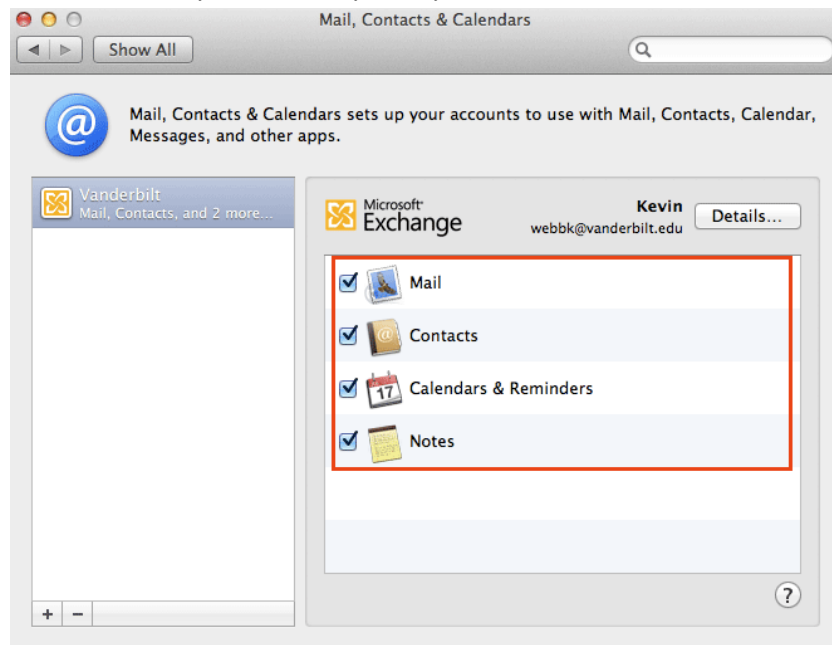
- a. Next enter your Name (Lastname, Firstname), Vanderbilt email address, and ePassword and click **Continue**

A screenshot of the Microsoft Exchange account setup form. The window title is 'Mail, Contacts & Calendars' and the Microsoft Exchange logo is at the top. The form contains three input fields: 'Name: User, Test', 'Email Address: test.user@vanderbilt.edu', and 'Password:'. At the bottom, there are three buttons: 'Cancel', 'Go Back', and 'Continue' (highlighted with a red box).

- 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

