

MacMail for Exchange 2010 on FCNet

Starting from the Mac Desktop, click the Macintosh HD icon.

Select Mail.app.

Open the Mail menu at the top of the screen and choose Preferences.

On the Preferences page, select Accounts at the top of the page.

On the Accounts page, click the "+" at the bottom left of the window. This opens the Add Account window.

On the Add Account page, fill in the information.

- Full Name: Username as you want it displayed on emails.
- Email address: Your FCNet email address
- Password: Your FCNet password
- Click Continue.

On the Incoming Mail Server page, fill in the following:

- Account Type: Click the arrows to select Exchange 2007.
- Description: This is optional and you can type any account description that is useful to you.
- Incoming Mail Server: Exchange.fullcoll.edu
- User Name: Your FCNet user name
- Password: Your FCNet password
- Make sure both Address Book Contacts and iCal calendars are selected to have these sync to the Exchange server.
- Click Continue to go to the Account Summary page.

If the Take account online option is selected, Mail will connect to the server as soon as you click Create.

Please note: Both the Incoming Mail Server and the Outgoing Mail Server will have the same address. This is correct.

Note: You do not need to enter anything in the field for External Server.