1. Before setting up an account in Mac Mail, please run Software Update to make sure you have the latest operating system and Mail application.

2. Open Mac Mail (Macintosh HD/Applications/Mail).

3. If you have never set up Mail before, skip to step 6. To create a new Exchange account in addition to another existing account, continue to through steps 4 and 5.

4. In the menu bar, select Mail -> Preferences.

5. Select Accounts from the top of the window.

6. At the bottom of the white rectangle on the left of the Accounts window, click the + sign. This will pull up the Account Creation Wizard. Fill in your Full Name, your email address ([your eID]@jmu.edu) and your eID password in the Password field. Click Continue.

7. Mac Mail automatically finds the settings and opens an Account Summary window. You may also set up Address Book contacts and iCal account for your calendar. These two options are not supported by JMU IT and are not guaranteed to work. For advanced calendaring and contact management, IT recommends the use of Entourage Web Services Edition.

Click Create to open your account online.
8. If this account was added from the Account Preferences window, you should now see your exchange account listed in the white rectangle in the Accounts tab of Mac Mail Preferences. Click the red x in the top left corner of the window to exit Mac Mail Preferences. If asked to save changes, click Yes.