Configuring Mac Mail on Mavericks

Mac Mail on Mavericks (OSX 10.9) can be configured to connect to Exchange. These instructions are for setting up Mac Mail for the first time. If you need to add an additional account, you can do so from the System Preferences pane “Internet Accounts.”

Note: Shared Mailboxes cannot be added to Mac Mail in this manner. If you need to manage a Shared Mailbox on a Mac, it is recommended that you use OWA.

1. When opening Mac Mail for the first time, you will be prompted to set up a new account. Choose Exchange and then click **Continue**.

2. On the next screen, type your **Name**, **Email Address** and **eID password**. Click **Continue**.
3. The account will automatically configure and you will be presented with an “Account Summary.” Click **Continue**.

4. You will be prompted to select which accounts you want to sync. Mail is checked by default. If you would like to see your Exchange calendar in iCal or your Exchange contacts in Contacts, you can select these options here. It is possible to configure these services later.

5. Your mail will start to sync. If you need to see a list of your folders, you can click the “Show” button at the top of the email list.