



Using Apple Mail with Exchange

Apple Mail can be easily configured to send and receive from your Northland e-mail address.

1. Open your Snow Leopard mail client.
2. Click **Mail** at the top and select **Preferences** then the **Accounts** tab.
3. If you have a previous Northland account, highlight it and delete it to prevent them from conflicting.
4. Click the plus button at the bottom left to add an Account.
5. Enter your full name, Northland e-mail, and Northland password. Press **Continue**. (Fig. 1)
6. If you cannot continue, change the User name box to your Northland username and press **Continue**. (Fig. 2)



Figure 1



Figure 2

7. If you wish, allow Apple Mail to set up your Address Book and iCal. Click **Create**. (Fig. 3)
8. Keep the Accounts window open. With your Northland account selected, change the Internal and External Server boxes to **mail.ni.edu**. Click the red button and **Save**.
9. To set up your Address Book, open it and click **Address Book** at the top left, then **Preferences**. Select the **Accounts** tab.

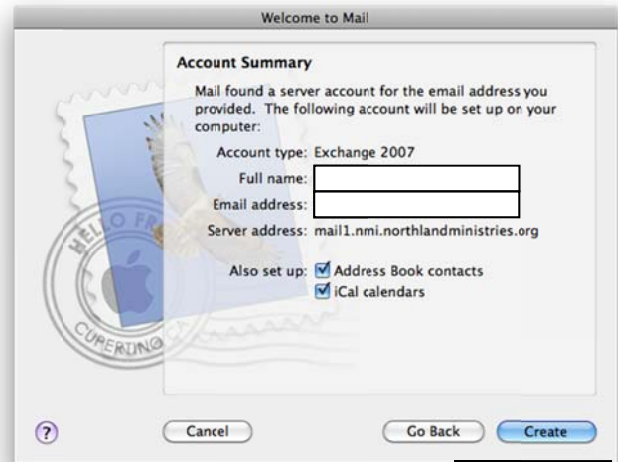


Figure 3

10. Select your Northland account, and the **Server Settings** tab. Change the Internal and External servers to **mail.ni.edu**. (Fig. 4)
11. Open your iCal, click iCal at the top left, select the **Accounts** tab, the **Server Settings** tab, and change the Internal and External Servers to **mail.ni.edu**.

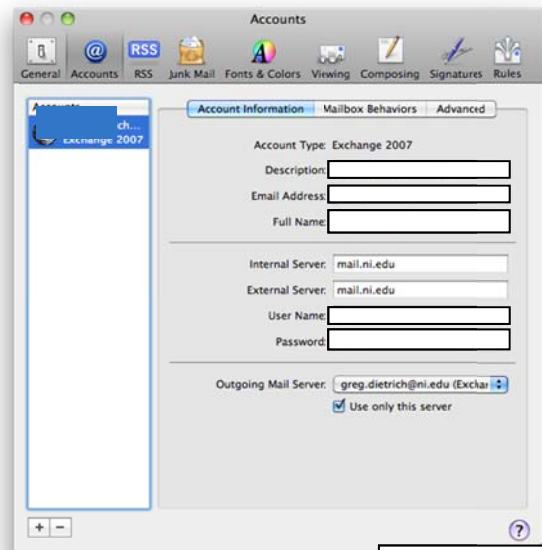


Figure 4