Configuring Mail 4.0 for HMS Exchange 2007 manually

If the Mail 4.0/Exchange 2007 auto discovery process fails, then Mail will default to the Manual setup.

In the following fields enter the required information:
• **Full Name:** Enter Your Name (Display Name)
• **Email address:** Enter your Primary email address.
  - Typically this is firstname_lastname@hms.harvard.edu
• **Password:** Enter your eCommons Password

- Click **Continue**
• **Account Type**: Exchange 2007

• **Description**: HMS Exchange

• **Incoming Mail Server**: email.med.harvard.edu

• **User Name**: Your eCommons ID

• **Password**: Your eCommons password

Check boxes on or off for Address Book Contacts (Exchange GAL access) and iCal calendars (Exchange calendaring) as desired.

  - Note that turning on either of these features will not delete any existing data you may have.

  - Click **Continue**
• Verify the data in the account summary screen is correct.

  ![Account Summary Screen]

  • “Take account online” should be checked.
  • Click **Create**.