Configuring Mail 2.0 for Exchange

Mail 2.x ships with Mac OS X 10.4.x (Tiger). These instructions are based on Mac OS X 10.4.11.

Launch Mail from the Dock.

![Welcome to Mail]

Click **Continue**

In the following fields enter the required information:

- **Account Type**: Exchange
- **Account Description**: HMS Exchange
- **Full Name**: Enter Your Name (Display Name)
- **Email address**: Enter your Primary email address.
  - Typically this is first_last@hms.harvard.edu
• Click **Continue**.
Configure the Incoming Mail Server Settings

- **Incoming Mail Server**: email.med.harvard.edu
- **User Name**: Your eCommons ID
- **Password**: Your eCommons password
- **Outlook Web Access Server**: email.med.harvard.edu

- Click **Continue**.
• If you see the following message, click “Always Allow”.
  o Note that this message may not always appear.

Configure the Outgoing Mail Server Settings

• **Outgoing Mail Server**: email.med.harvard.edu
• **Use Authentication**: Checked
• **User Name**: Your eCommons ID
• **Password**: Your eCommons password
• Click **Continue**.

• Verify the data in the account summary screen is correct.
  - Note that User Name should reflect YOUR eCommons ID.
• Click **Continue**.

Mail should start downloading shortly.