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**

- Enter your eCommons ID in the User Name Field, highlighted by the red arrow.
Welcome to Mail

You’ll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name: My Name
Email Address: myemail@hms.harvard.edu
User name: eCommons ID
Password: ********

⚠️ Trying to log in to the Exchange 2007 server “autodiscover.med.harvard.edu” failed. Make sure the email address and password you entered are correct, then click Continue.

• Click Continue

• Check boxes on or off for Address Book Contacts (Exchange GAL access) and iCal calendars (Exchange calendaring) as desired.
  
  o Note that turning on either of these features will not delete any existing data you may have.
Account Summary

Mail found a server account for the email address you provided. The following account will be set up on your computer:

Account type: Exchange 2007
Full name: Phil
Email address: phil@hms.harvard.edu
Server address: autodiscover.med.harvard.edu

Also set up: ✔ Address Book contacts
✔ iCal calendars

- Click Create