1. Open Apple Mail (click its icon in the Dock, or open it from the Applications folder).

2. From the Mail menu, select Accounts.

3. Click the Add Account (+) button.

4. Select Exchange from the list of account types available.
5. Enter your name as you would like it to appear on all outgoing messages, your university email address, and NetID password in the window that appears, then click Continue.

6. Uncheck contacts when selecting which applications to use with your email account. If you choose to sync contacts, University contacts will be mixed in with your personal contacts.
7. In earlier versions of OS X, a summary sheet appears when you complete setup. If this information in the summary appears correct, click **Create**. If you need to make changes, click **Go Back**.