INTRODUCTION

Use these instructions if you would like to use Mac Mail 3 (OS 10.5) to access Microsoft Exchange.

VIRTUAL PRIVATE NETWORK (VPN)

To use Mac Mail from home, you may be required to install and run the Cisco VPN client in for your email client to function properly. This varies widely and is usually dependent on your internet provider. If your Mac Mail client receives mail at home but does not allow you to send mail, you may need to have the VPN client installed and running. You may also need to install and run the VPN client if you are connecting at CSUN from the campus wireless network. For more information, visit http://www.csun.edu/it/services/vpnmain.html.

CONFIGURATION INSTRUCTIONS

1. Select Preferences from the Mail pull-down menu.
2. Make sure the Accounts icon is chosen.
3. Select the plus (+) sign at the bottom of the window to create a new account.
4. The Account Wizard will open.
5. Enter a description for your account such as Exchange Account, your CSUN email address and password.
6. Select the Continue button.
7. Choose Exchange in the Account Type field from the screen titled Incoming Mail Server.
8. Enter a **description** such as Exchange Account in the **Description** field.

9. Enter **exchangeweb.csun.edu** in the **Incoming Mail Server** field.

10. Enter **CSUN user ID** if it does not already appear in the **User Name** field.

11. Enter your **CSUN password** in the **Password** field.

12. Enter **exchangeweb.csun.edu** in the **Outlook Web Access Server** field.

13. Select the **Continue** button.

14. Enter **Exchange Outgoing Mail** in the **Description** field in the **Outgoing Mail Server** screen.

15. Select the **Use only this server** box.

16. Make sure **Use Authentication** box is selected.

17. Select the **Continue** button.

18. The **mail wizard** will build your **account summary**. Normally, it will do this successfully by finding your exchange account online. If the process of **auto-detect** is **unsuccessful**, select the **Cancel** button on the current screen and then select **Continue**. Your account will be built and you will see the **Account Summary** window as shown below.

19. Select the **Create** button and your account will be created.
20. You will see your account preferences in the **Accounts** window and a listing of your account on the left side of the window.

![Accounts Window Screenshot]

21. Close the **Accounts** window and the mail should now be visible in your **Inbox**.

![Inbox Window Screenshot]

**NEED HELP?**

Contact the IT Help Center by phone (818-677-1400), online at [http://techsupport.csun.edu](http://techsupport.csun.edu) or in person in (Oviatt Library, Room 33).