# Setting Up CUNET Email for MAC (Default Client)

*Note: When sending an email, we strongly recommended using the Global Address Book (GAL) to select the recipient instead of using cached/stored email address in your list. Sometimes a cached email address can point to the wrong location and fail to deliver. If you don't have access to the GAL then entering the users full email i.e. johnDoe@**cunet**.carleton.ca instead of the alias is also the better option.*

1. Open up the Mail client on your MAC
2. Go to Mail=>Add Account. Select 'Exchange' when given the list to choose from.
3. Enter your name and your **full** email address (not the alias @carleton.ca). Your full email address would be username@cunet.carleton.ca. Next enter your password and Click Continue. If you are connecting externally, this will fail. Once you get the fail message, click 'Continue' again to be allowed the manually enter the details.
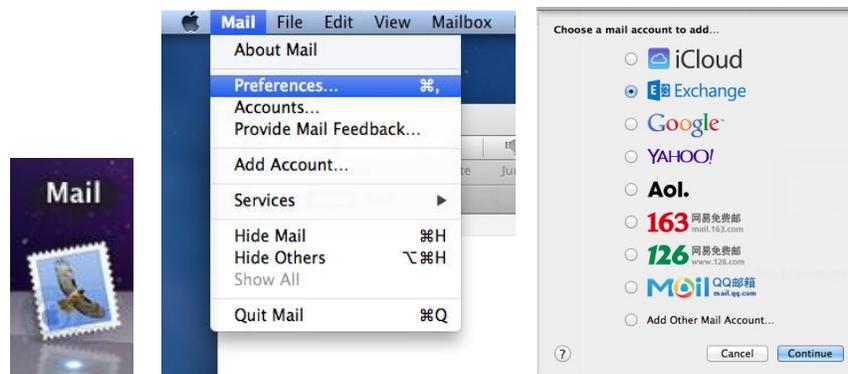

4. When displayed, you will need to manually enter the Server Address name as **CCSCAS10.CUNET.CARLETON.CA**
5. Once you have entered the details, click Continue again and the mail client should then automatically check the account type, connect to the Exchange server and display an Account Summary screen. The server address should be **CCSCAS10**.cunet.carleton.ca – if not see Step.8 on how to change this.
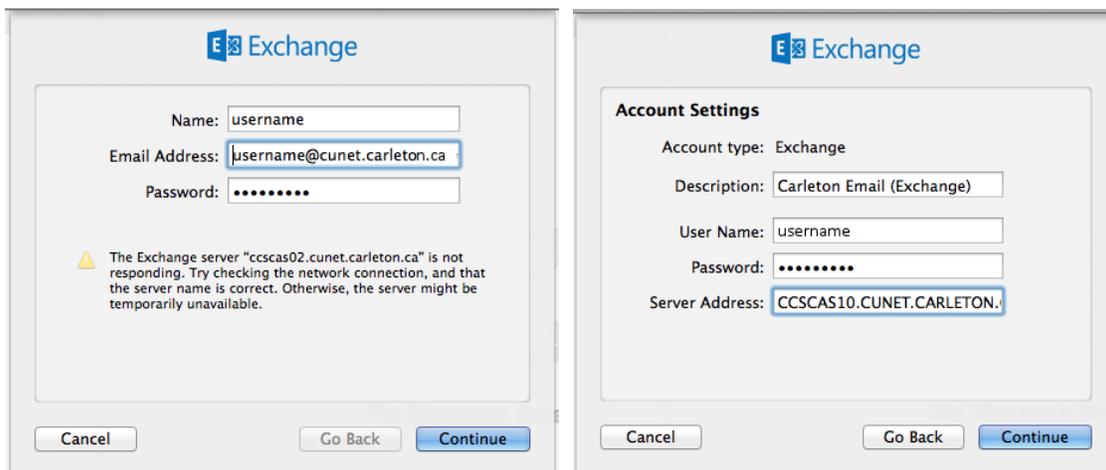
6. After the Account Summary screen you should be given the option to select which features of Exchange you would like to synchronise. Select your desired options and click 'Done'.
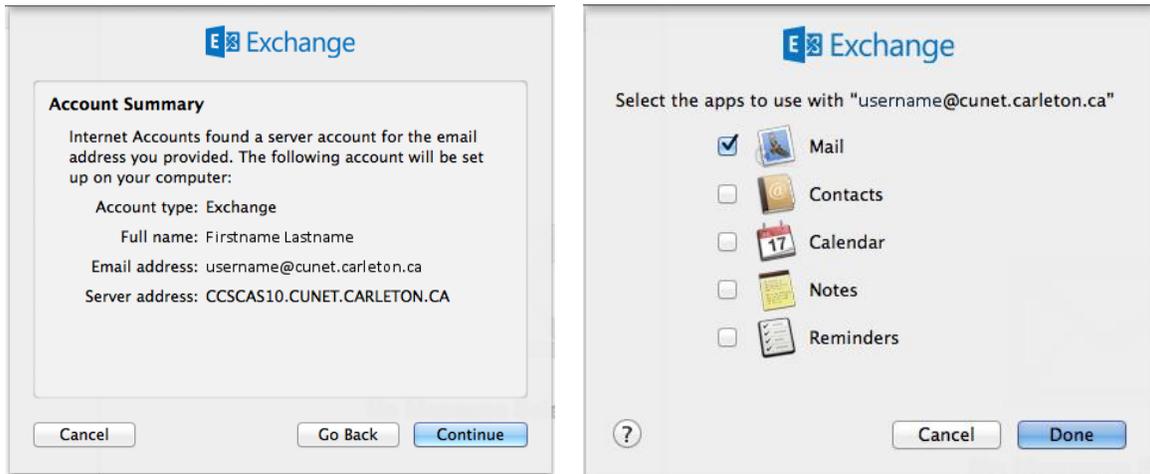
7. Your emails should now start being retrieved and displayed in the Mail client. You will see your Exchange inbox displayed under Mailboxes. You will also see any additional Exchange folders you have displayed under their own dropdown tree. You can see RSS feeds, Sent, Tasks, and Trash in the example below. You may use the top-level Inbox to see a combined view of multiple e-mail accounts.

8. If the server address was not **CCSCAS10.cunet.carleton.ca** then we need to disable auto-discovery and manually set it. To do this open Mail and go to Mail => Preferences and then un-tick the 'Use Autodiscovery Service' checkbox above the internal/external server settings. Edit the External Server now to be **CCSCAS10.cunet.carleton.ca**.
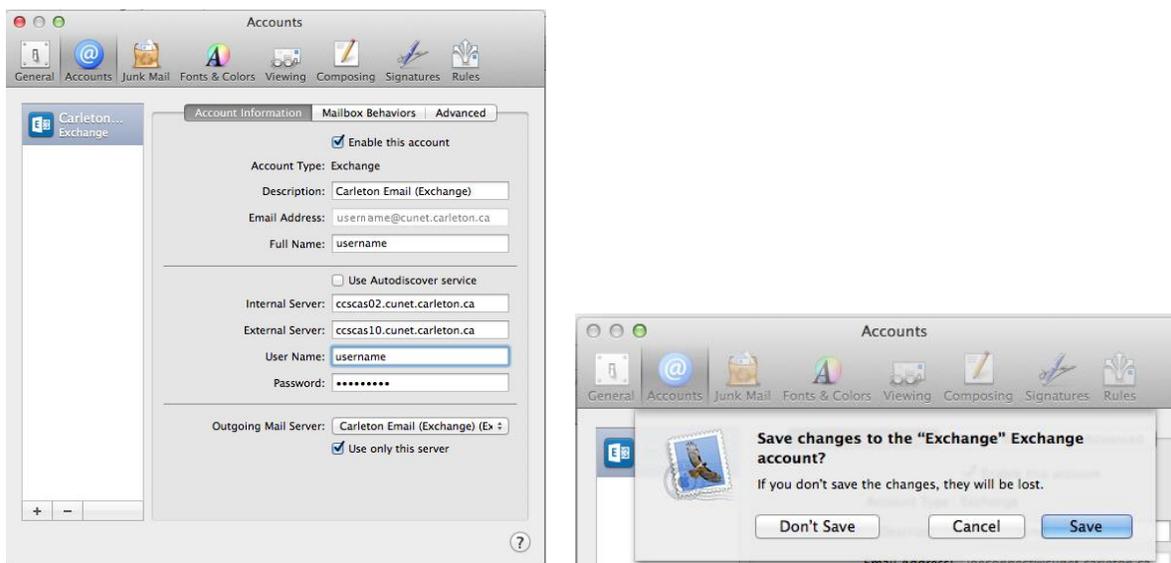
9. Save these details and the close / quit MAC mail and reopen. Check the server is now pointing to the correct location.