Setting Up CUNET Email for MAC (Default Client)

Note: When sending an email, we <u>strongly</u> 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 <u>username@cunet.carleton.ca</u>. 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.

	Mail File Edit View Mailbo	Choose a mail account to add
	About Mail	○
	Preferences ೫,	
	Accounts Provide Mail Feedback	• Google
	Add Account	
Mail	Services	○ Aol.
a second -	Hide Mail #H	〇 163 网易免费邮 mail.163.com
	Hide Others	126 网易免费邮 www.126.com
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1000 I	Quit Mail #Q	Add Other Mail Account
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- 4. When displayed, you will need to manually enter the Server Address name as CCSCAS10.CUNET.CARLETON.CA
- 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.

E 🛛 Exchange	E 🛛 Exchange
Name: username Email Address: username@cunet.carleton.ca Password: Marcolar Server "ccscas02.cunet.carleton.ca" is not responding. Try checking the network connection, and that the server name is correct. Otherwise, the server might be temporarily unavailable.	Account Settings Account type: Exchange Description: Carleton Email (Exchange) User Name: Username Password: Server Address: CCSCAS10.CUNET.CARLETON.
Cancel Go Back Continue	Cancel Go Back Continue

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'.

E 🛛 Exchange	E S Exchange
Account Summary Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer: Account type: Exchange Full name: Firstname Lastname Email address: username@cunet.carleton.ca Server address: CCSCAS10.CUNET.CARLETON.CA	Select the apps to use with "username@cunet.carleton.ca" Mail Contacts Calendar Notes Example Argonic Reminders
Cancel Go Back Continue	? Cancel 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.
- If the server address was not CCSCAS10.cunet.carleton.ca then we need to disable autodiscovery 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 <u>External Server</u> now to be CCSCAS10.cunet.carleton.ca.



9. Save these details and the <u>close / quit MAC mail and reopen</u>. Check the server is now pointing to the correct location.