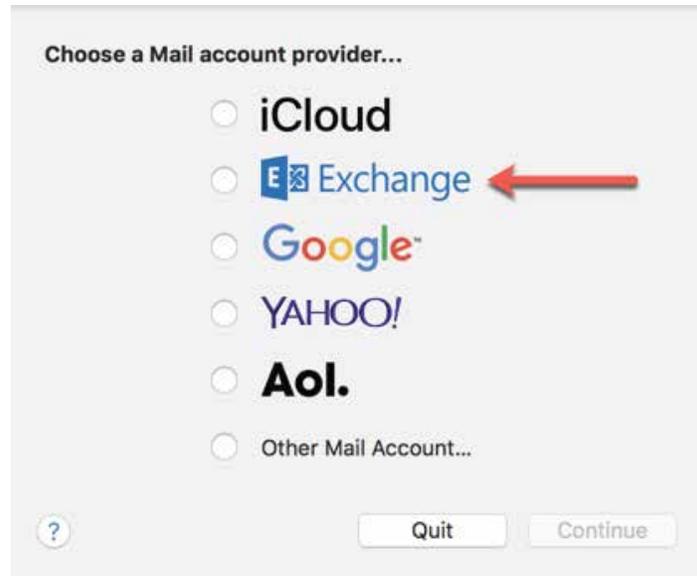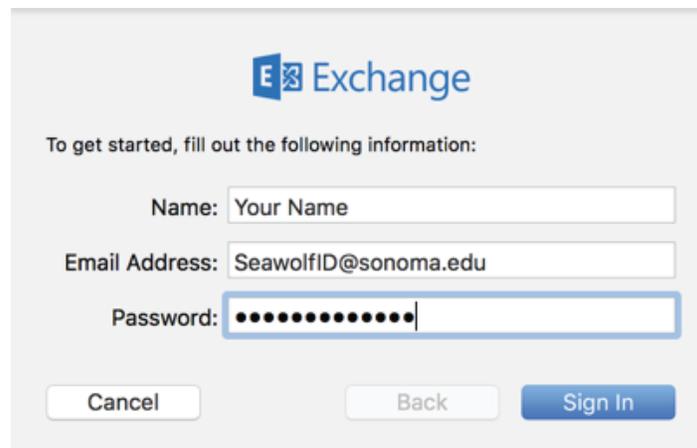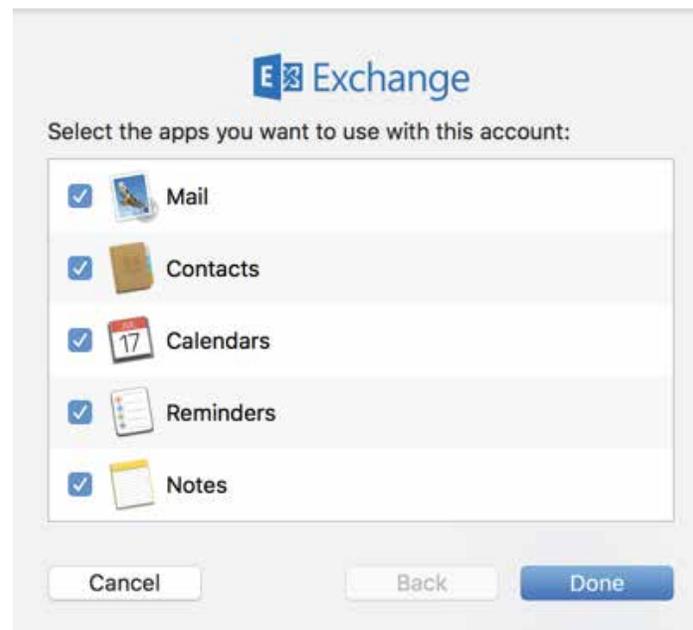# Exchange Email in Mac Mail

1. Open Mac Mail (the postage stamp icon in the dock)

2. Choose Exchange and click "Continue"

3. Type the name of the account, your SSU email address, and SSU password

4. If entered correctly, you will be asked which apps you would like to use with this account. After you have selected, click "Done"

5. Your email should beging populating!

TO ADD AN ADDITIONAL ACCOUNT TO MAC MAIL:

6. Open Mac Mail

7. In the toolbar at the top of the screen, click "Mail" and then "Add Account" and refer to the previous steps