

# 1 Configuring Mac Mail for MAPI

## 1.1 How to Create a Configuration

In the “Mail” application, under the “File” menu option, select “Add Account”. Fill out the form with your username and password. Note that your password is your SERVICES domain password.



**Add Account**

You'll be guided through the steps to set up an additional account.

To get started, provide the following information:

Full Name: Robert Kennedy

Email Address: kennedy@fnal.gov

Password: .....

? Cancel Go Back Continue

The Mail program will contact the “Auto-Discover” service to determine all the email parameters needed to setup your Exchange account. If it fails, perhaps due to a password typo:



**Add Account**

You'll be guided through the steps to set up an additional account.

To get started, provide the following information:

Full Name: Robert Kennedy

Email Address: kennedy@fnal.gov

User name: kennedy

Password: .....

⚠ Trying to log in to the Exchange 2007 server "autodiscover.fnal.gov" failed. Make sure the email address and password you entered are correct, then click Continue.

? Cancel Go Back Continue

You should correct mistakes to avoid this “Trying to log in to the Exchange 2007 server” error.

The “Add Account: Incoming Mail Server” form will appear. Fill it out with your username and password. Note that your password is your SERVICES domain password.

**Incoming Mail Server**

Account Type: Exchange 2007

Description: FermiMail XDEV

Incoming Mail Server: exchange-tst.fnal.gov

User Name: kennedy

Password: .....

Also set up:  Address Book contacts  
 iCal calendars

Checking connection to mail server "exchange-tst.fnal.gov"...

? Cancel Go Back Continue

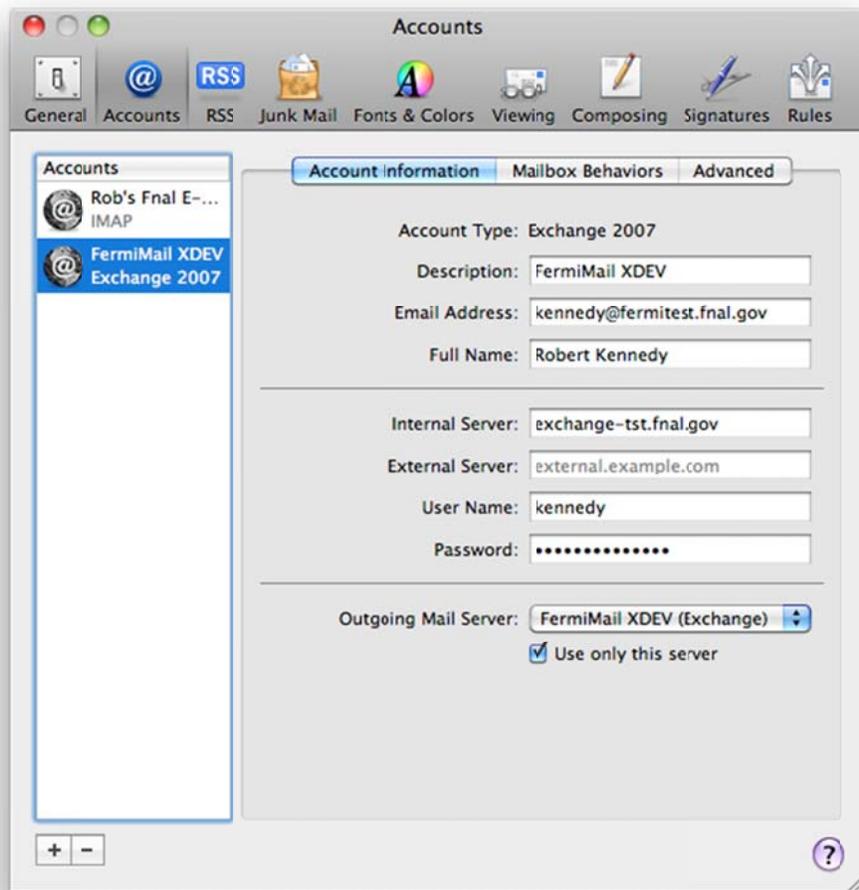
The next form will allow you to set the connection security level:

**Incoming Mail Security**

Use Secure Sockets Layer (SSL)

? Cancel Go Back Continue

Be sure to check “Use Secure Sockets Layer (SSL)”. Finally, you will see the entire MAPI configuration:

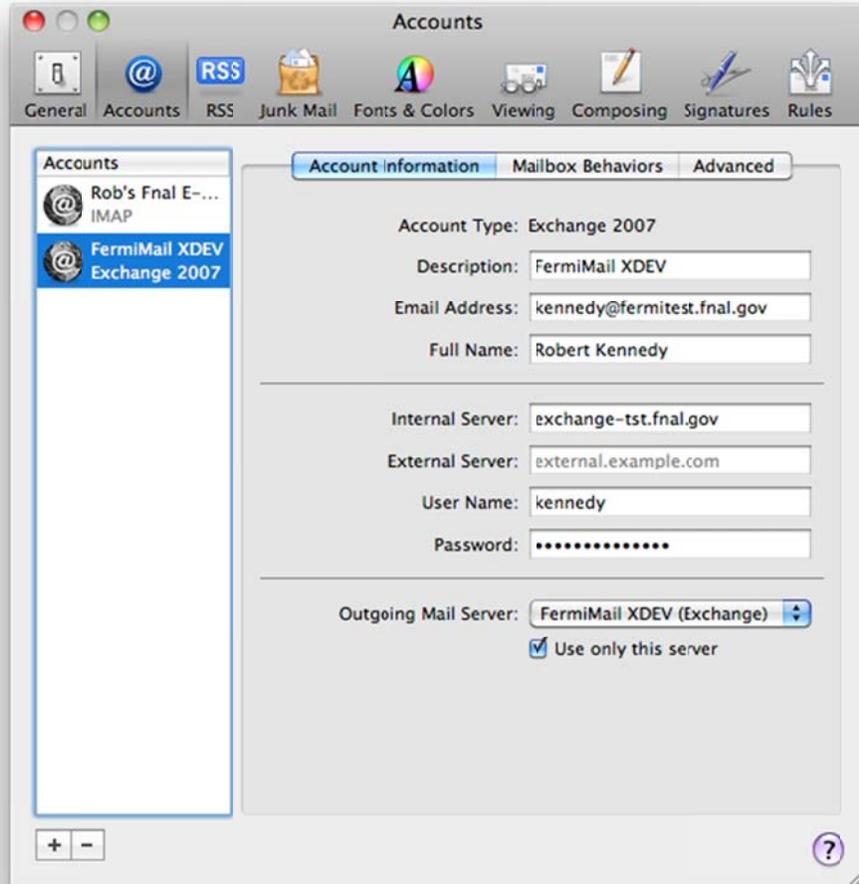


If the configuration works, a new topic should appear in the left-hand column with the name of your MAPI connection. In a few minutes, Mac Mail will download information about your email to the Exchange server, and populate your mail folders.

- ✓ Send a test email to this account to make sure your account is configured correctly. (Better to test your account now and fix any issues than miss a critical message later!)

## 1.2 How to Remove a Configuration

In the “Mail” menu option, select “Preferences”. The list of email configurations is in the left column of the form. Select/highlight the one you wish to delete and then click “-” to remove it.



### 1.3 How to Check or Edit a Configuration

In the “Mail” menu option, select “Preferences”. The list of email configurations is in the left column of the form. Select/highlight the configuration of interest. The parameters for the configuration are located in several places.

