



## HOSTED EXCHANGE FOR MAC SETUP GUIDE

**INTRODUCTION:** Use this guide to setup your Hosted Exchange emails on Macmail.

**SYSTEM REQUIREMENTS:** We would advise the latest version of Mac OSX

### WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- Internet connection
- Your Hosted Exchange username and password

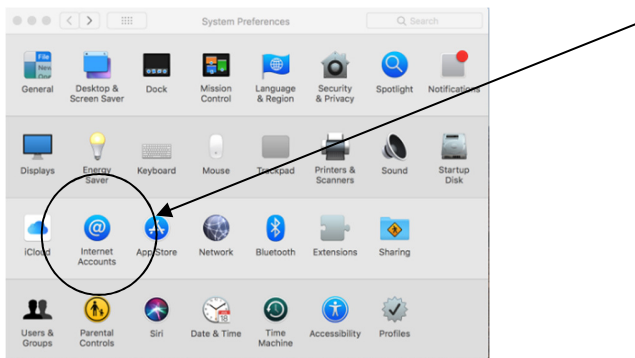
## STEP ONE

Open System Preferences, either from the Taskbar, or search for it in Spotlight search



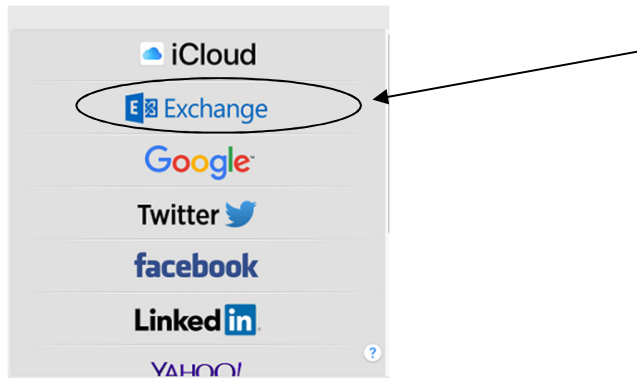
## STEP TWO

Once you are in System Preference, click Internet Accounts



## STEP THREE

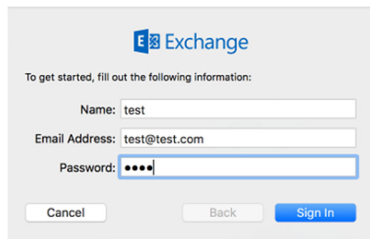
Click Exchange



For support please call +44 (0) 20 3740 1060, or email [support@it-logik.com](mailto:support@it-logik.com)

## STEP FOUR

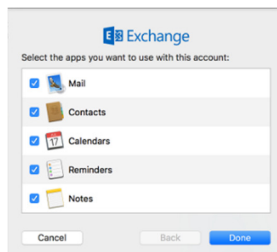
Enter your name, email address, password then click sign in



The screenshot shows the Exchange sign-in dialog box. At the top, it says "Exchange" with the logo. Below that, it says "To get started, fill out the following information:". There are three input fields: "Name: test", "Email Address: test@test.com", and "Password: [masked]". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

## STEP FIVE

Select the elements you wish to Sync from your Exchange account with your Mac. For example, if you have a calendar setup with your Exchange Mailbox, then this will now show in the Calendar App on your Mac if you keep it selected. If you just want Mail, then de-select all the other options. Please note, you can change these options later on if you wish. Click Done after you've made your selections.



The screenshot shows the Exchange sync options dialog box. At the top, it says "Exchange". Below that, it says "Select the apps you want to use with this account:". There are five options, each with a checkbox and an icon: "Mail" (checked), "Contacts" (checked), "Calendars" (checked), "Reminders" (checked), and "Notes" (checked). At the bottom, there are three buttons: "Cancel", "Back", and "Done".

## STEP SIX

Open up the Mail App to view your emails



Congratulations, you have now successfully set up your Hosted Exchange Mailbox within the Mail app. If you are prompted to enter your username and password once more, please select 'remember my password'.

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