

## Connecting to BGSU's Exchange Server using Apple Mail 3.2 on OS 10.5

1. On the Welcome to Mail window, enter these general settings:  
Full name (*your name as you would like it to appear on your e-mail messages*)  
E-mail address (*your BGSU e-mail address (e.g. ffalcon@bgsu.edu)*)  
Password (*your BGSU authentication password*)

Then click **Continue**.



The screenshot shows the 'Welcome to Mail' window with the following fields filled out:

- Full Name: Freddy Falcon
- Email Address: ffalcon@bgsu.edu
- Password: [Redacted]

Buttons at the bottom: Cancel, Go Back, Continue.

2. Enter these incoming mail server settings:  
Account Type: **Exchange**  
Description (*assign a name of your choice to the incoming mail server*)  
Incoming Mail Server: **mail.bgsu.edu**  
Username (*your BGSU userid (e.g. ffalcon)*)  
Password (*your BGSU authentication password*)  
Outlook Web Access Server: **mail.bgsu.edu/owa**

Then click **Continue**.



The screenshot shows the 'Welcome to Mail' window with the following fields filled out:

- Account Type: Exchange (selected from a dropdown menu)
- Description: BGSU\_IN
- Incoming Mail Server: mail.bgsu.edu
- User Name: ffalcon
- Password: [Redacted]
- Outlook Web Access Server: mail.bgsu.edu/owa

Buttons at the bottom: Cancel, Go Back, Continue.

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3. Enter these outgoing mail server settings:

Description (*assign a name of your choice to the outgoing mail server*)

Outgoing Mail Server: **outbound.bgsu.edu**

Check "Use Authentication". Your User Name and Password will already be filled in.

Then click **Continue**.



4. You will see a summary of your account settings. Click **Create**.

