

Connecting to BGSU's Exchange Server using Apple Mail 1.3.11

Note: Apple Mail 1.3.11 runs on some older Mac OS X systems (e.g. 10.3.9)

1. Double-click the Mail icon in the dock to launch Apple Mail
2. If you already have an account in Mail and wish to add another account for your BGSU e-mail, go to the Mail menu and under Preferences, select Accounts.
3. Click the + (plus) sign on the lower left
4. Fill in your settings information:

Account Type: Exchange

Description: give a name to your account preferences (e.g. BGSU Exchange)

Full Name: your full name

Email Address: your *username*@bgsu.edu

Incoming Mail Server: mail.bgsu.edu

User Name: your BGSU userid (e.g. ffalcon)

Password: your BGSU authentication password

Then click on the server settings button underneath "outgoing mail server smtp" and enter:

Outgoing mail server: outbound.bgsu.edu

Set port to 587 and check "Use secure sockets layer (SSL)"

Change the Authentication pull-down menu to Password,

Type in your username and password and click OK.

Type in mail.bgsu.edu/owa for Outlook Web Access Server.

In the Accounts window, click Advanced and check "Use SSL" and make sure it sets the port to 993.
Then close and save the settings.