1a) To set up Mac Mail for the first time, launch the Mac Mail application. A window will pop up asking you to choose a mail account. Select Exchange, then click Continue.

1b) If it is not your first time setting up Mac Mail, open the “Apple” menu and select System Preferences... then choose Internet Accounts.
1c) In the Internet Accounts window choose **Exchange**.

2) Enter your name and SSU email address. Replace SeawolfID with your own username and fill in the Password field. Click **Continue**.
3) Your account should now be configured. Click **Continue**.

![Account Summary]

**Account Summary**
Internet Accounts found a server account for the email address you provided. The following account will be set up on your computer:

- **Account type:** Exchange
- **Full name:** Seawolf
- **Email address:** SeawolfID@sonoma.edu
- **Server address:** exchange.sonoma.edu

[Buttons: Cancel, Go Back, Continue]

4) Select the apps that you would like to sync with your email account. Click **Done**.

![Select apps]

**Select the apps to use with “SeawolfID@sonoma.edu”**

- Mail
- Contacts
- Calendar
- Notes
- Reminders

[Buttons: Cancel, Done]