How to configure Apple Mail to work with UTHSC’s Exchange server

1. If you’ve never set up an account in Apple Mail, when you open the program you should be presented with a screen that looks like this:

   ![Welcome to Mail](image)

   2. Put your full name in the first field, your complete UTHSC email address in the 2nd field and then enter your UTHSC email password in the third field. Click “Continue”.
3. On the next screen click “Create”.

3. If you’ve added an account to Mail before, you must first go under the “Mail” drop down menu and select “Preferences”. Then click the “+” button to start the account creation process. The steps are exactly the same as above.

4. Finished.