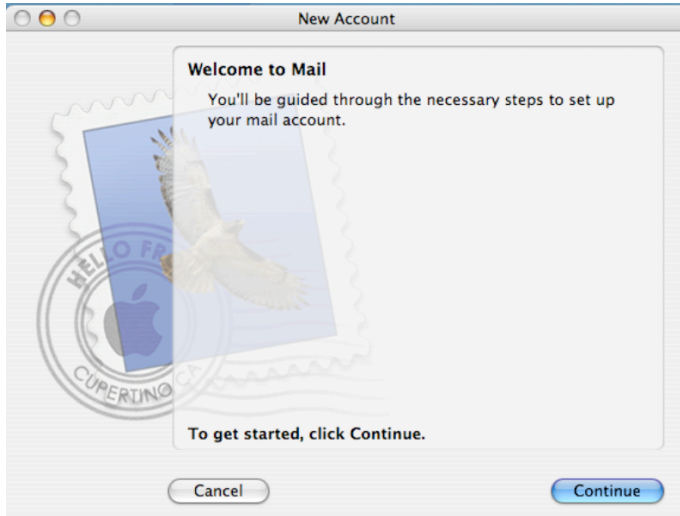


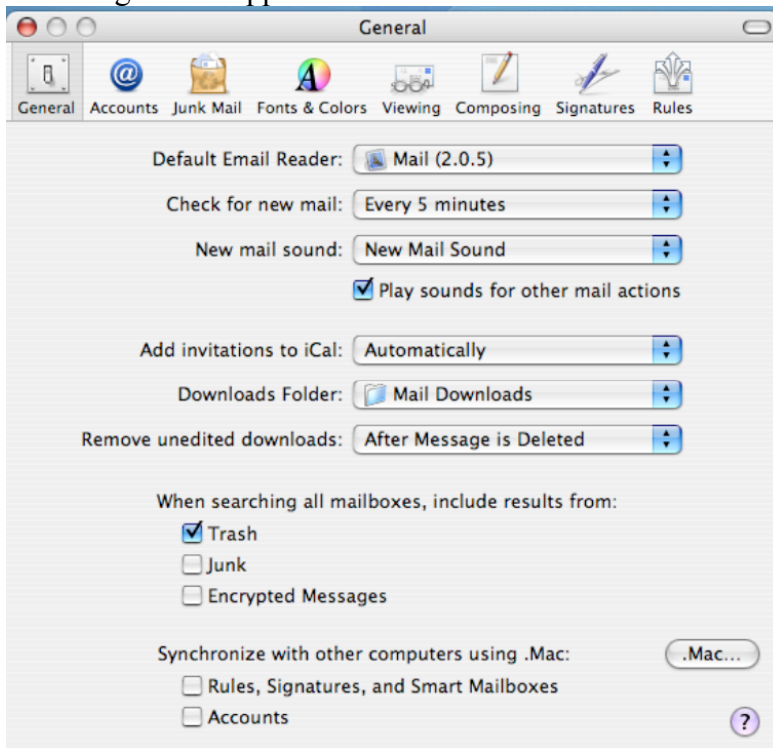
## Instructions for setting up the Mac Mail program for the WLC mail server

1. Open up the Mail program.

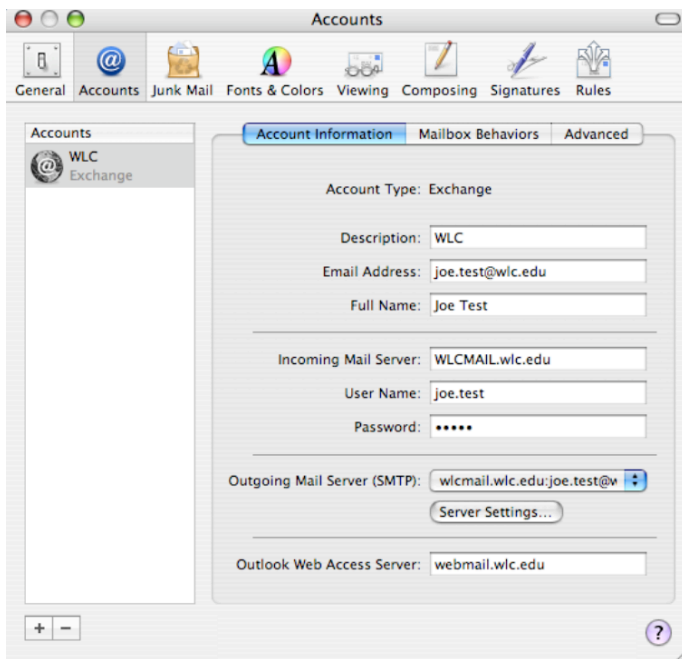


Click **Continue**.

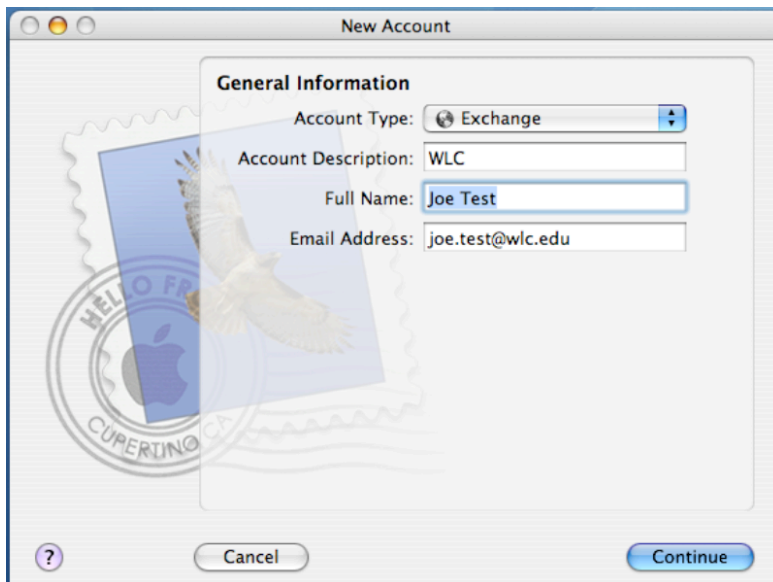
**Note:** If you already have a mail account set up in Mail go to Mail=>Preferences the following should appear.



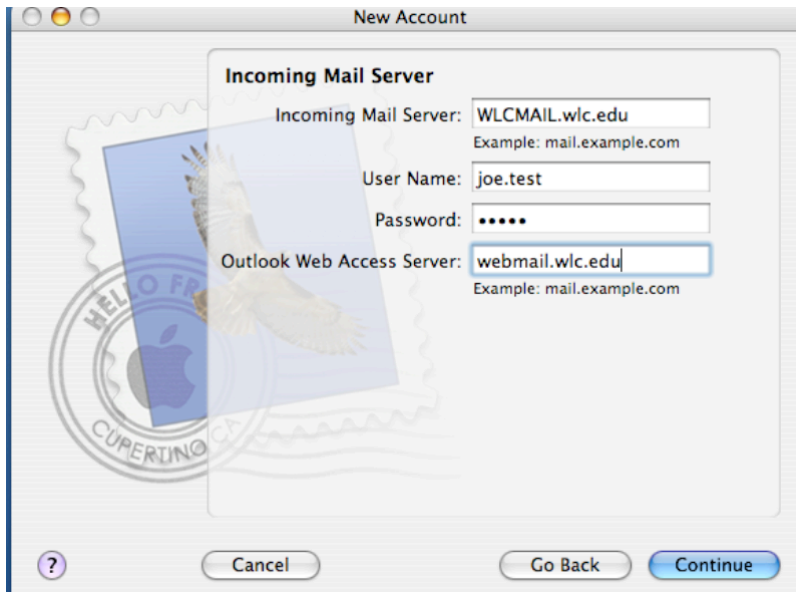
Click on **Accounts**.



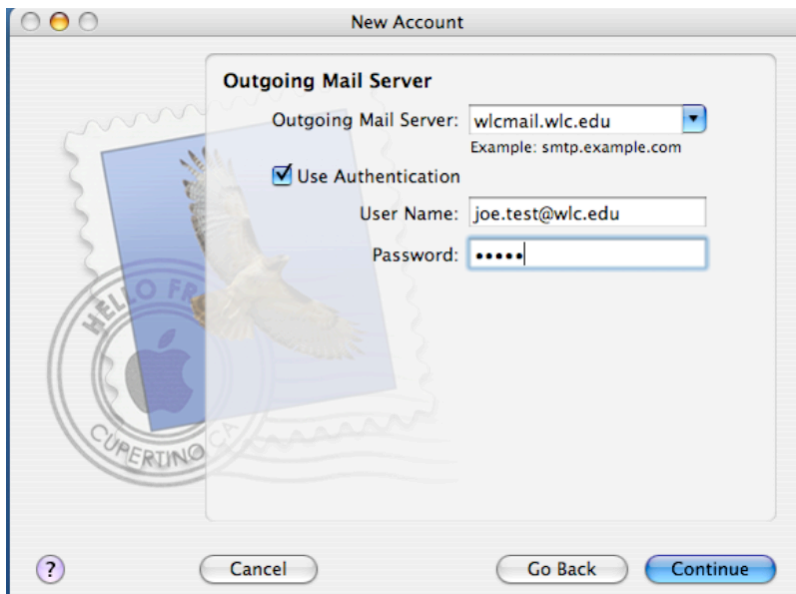
Click on the + sign in the lower left-hand Window.



2. Choose Exchange from the Account Type drop-down box, type in an account description, your full name and your email address as pictured above. Click **Continue**.



Enter **wlcmail.wlc.edu** as the incoming mail server, your Windows user name (ie. Firstname.lastname), your password and finally enter **webmail.wlc.edu** as the Outlook Web Access Server. Click **Continue**.



Enter **wlcmail.wlc.edu** as the Outgoing Mail Server and click Use Authentication so that there is a checkmark in the box. Enter your user name in the format of your email address as pictured above and then enter your password. Click **Continue**.



Click **Continue**.



Click **Done**.