



Exchange 2013 Setup Guide

Apple Email Clients with Hosted Exchange

Table of Contents

OVERVIEW: How to Connect Macintosh Native Applications to Exchange (Mail, iCal, AddressBook)...	3
Auto-configure Macintosh Mail for Exchange	3
Supported Exchange Features	4
Mail	4
Calendars	4
Contacts	5
Notes and Tasks	5
DETAILED: Outlook 2011 Configuration Instructions	6
Configuring Outlook 2011	6

OVERVIEW: How to Connect Macintosh Native Applications to Exchange (Mail, iCal, AddressBook)

In September 2009, Apple released an update for Intel-based Macintosh computers called “Snow Leopard” that allow the Mail, iCal, and Address Book applications to connect to Exchange servers.

Auto-configure Macintosh Mail for Exchange

IMPORTANT: The setup for connecting Macintosh Mail, iCal and Address Book to your Exchange mailbox is a very simple and straightforward process if you have the AutoDiscover CNAME record properly setup for your domain. The AutoDiscover CNAME record is identified in the “Welcome to Exchange” email that was sent when you ordered the Exchange hosted Exchange service.

Exchange AutoDiscover CNAME Record: **autodiscover.h01.hostedmail.net**

1. Open the **Mail** application
2. From the **Menu** options, select File and then **Add Account**.
3. From the **Add Account** window, complete the fields related to your Exchange Account; click **[Continue]** when you are finished:
 - **Full name:** The display name for your account
 - **Email Address:** Enter your primary email address associated with your Exchange mailbox
 - **Password:** Enter the password associated with your Exchange mailbox



4. If your domain has the correct Autodiscover CNAME record configuration, and the inputs entered in the **Add Account** window are correct, the Macintosh mail program will search the Internet for your Exchange mailbox configuration settings and automatically connect to your Exchange mailbox.

- It may take several minutes for your Exchange mailbox data to be downloaded to the mail program and populate your Exchange mailbox folders.
5. The **iCal** and **Address Book** applications are automatically connected to the same Exchange mailbox configured through the **Mail** application. You should see both **iCal** and **Address Book** applications populated with the data associated with your Exchange mailbox account.



Supported Exchange Features

Mail

- Send and receive Exchange messages in either plain text or HTML
- Organize messages with Exchange mail folders
- Manage event invitations from the inbox
- Autocomplete addresses from the Global Address List (GAL), contact folders, and distribution lists
- Find messages instantly using Spotlight search
- Preview document and file attachments using Quick Look
- Set message priorities
- Manage quota limits
- Access mail offline

Calendars

- View and edit Exchange contacts
- Organize your events on multiple calendars
- Sent and receive event invitations
- Schedule meetings using free/busy availability for information
- Find the earliest time available for attendees using Auto Pick
- Delegate your calendar to colleagues
- Book rooms and resources
- Add alarms to events

- Attach files to events
- Autocomplete event attendees and resources from the Global Address List (GAL), contact folders, and distribution lists
- Access Exchange calendars, events, and tasks offline

Contacts

- View and edit Exchange contacts
- Organize contacts into Exchange contact folders
- Search the Global Address List (GAL)
- Copy GAL contacts to contact folders
- Find contacts instantly using Spotlight search
- Access contact photos
- Drag contacts to iCal to create meetings
- Access contacts offline

Notes and Tasks


- View and edit Exchange tasks
 - Assign a due date to a task
 - Assign a priority to a task
 - Assign an alarm to a task
 - Mark a task completed
 - View and Edit Exchange notes
 - View Exchange notes in inbox
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DETAILED: Outlook 2011 Configuration Instructions

Microsoft has updated its Macintosh Office Suite of software that now includes Outlook 2011 as a replacement for Entourage. Outlook 2011 for Macintosh is more similar to Outlook for Windows than Entourage, so this update appeals to many users who are familiar with Outlook for managing email.

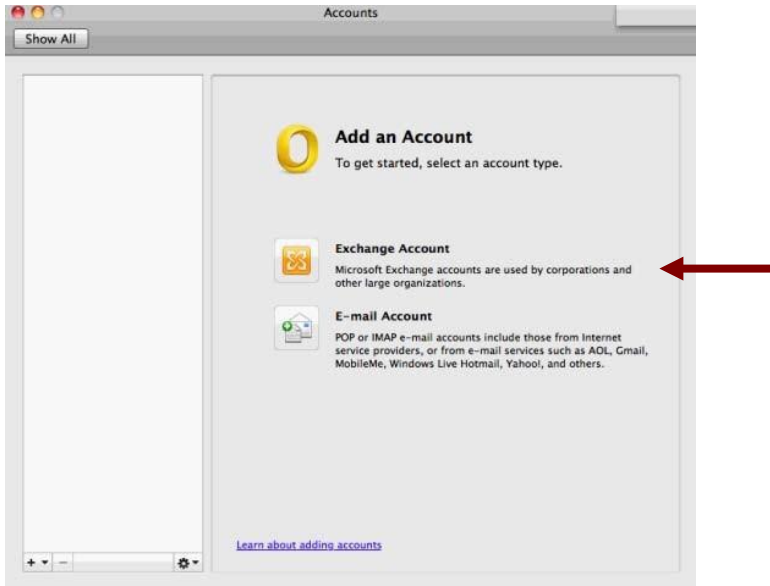
Configuring Outlook 2011

To configure Outlook 2011:

1. Click on the Outlook 2011 Icon  from the Mac applications dock.
2. If you do not see the Windows listed below, click the Outlook tool bar and select **Preferences**, then **Accounts**.

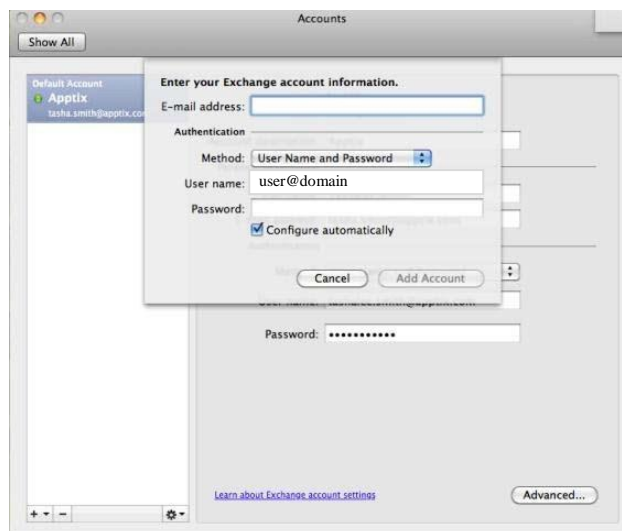


3. Click **Exchange Account**.



4. Enter your Exchange account information as requested:

- **Email address:** Enter your full email address (Ex: **first.lastname@mycompany.com**)
- **User name:** **username@domain** (this is your user name as defined in the Control Panel)
- **Password:** Enter your Exchange mailbox password (Ex: **Password1!!**)
- **Configure automatically:** Check this to allow Outlook to configure the Exchange connection automatically. If you have correctly set up your DNS records (cName: Autodiscover record), then the automatic configuration should work. Alternatively, continue with manual configuration parameters:



5. If the autoconfiguration failed, an additional field will be displayed to allow you to enter the configuration server. Enter the server information, then click **[Add Account]**

- **Server:** <https://mail.h01.hostedmail.net/ews/exchange.asmx>

Enter your Exchange account information.

E-mail address: user@company.com

Authentication

Method: User Name and Password

User name: user@domain

Password:

Configure automatically

Server:

Cancel Add Account

6. When prompted, click the **[Allow]** button to complete the Outlook configuration.