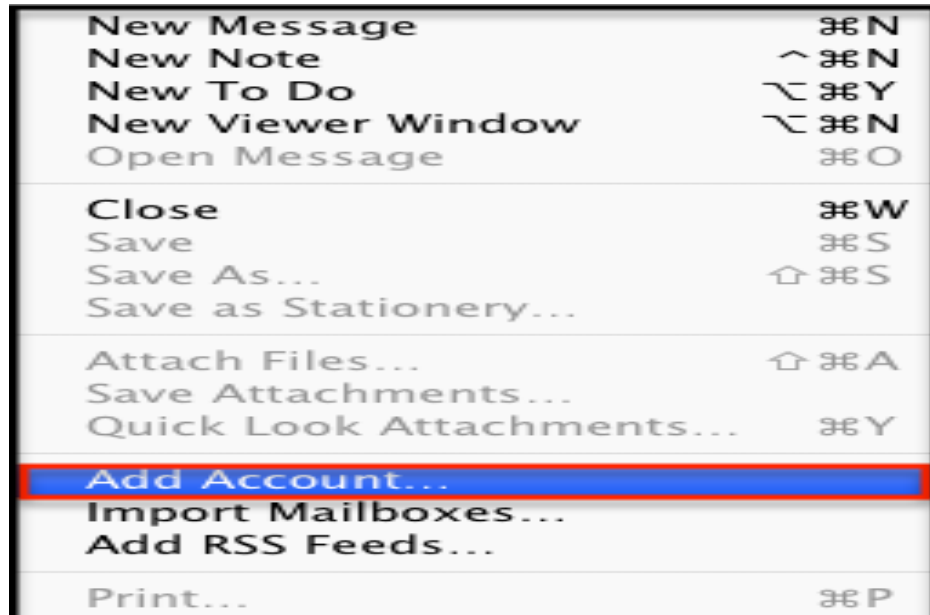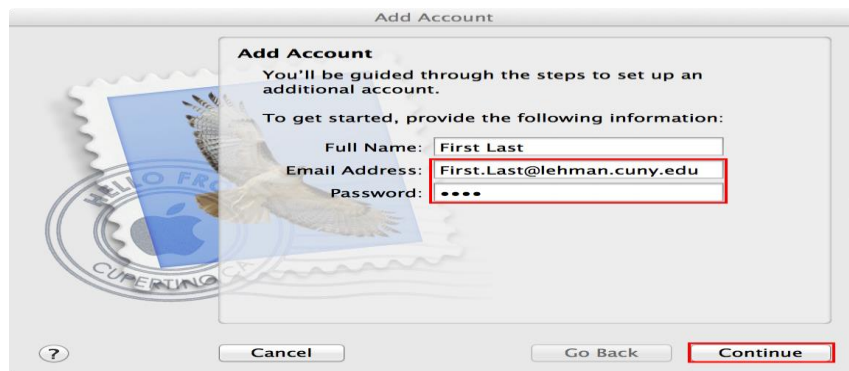# Configuring Exchange account on Apple MAC MAIL
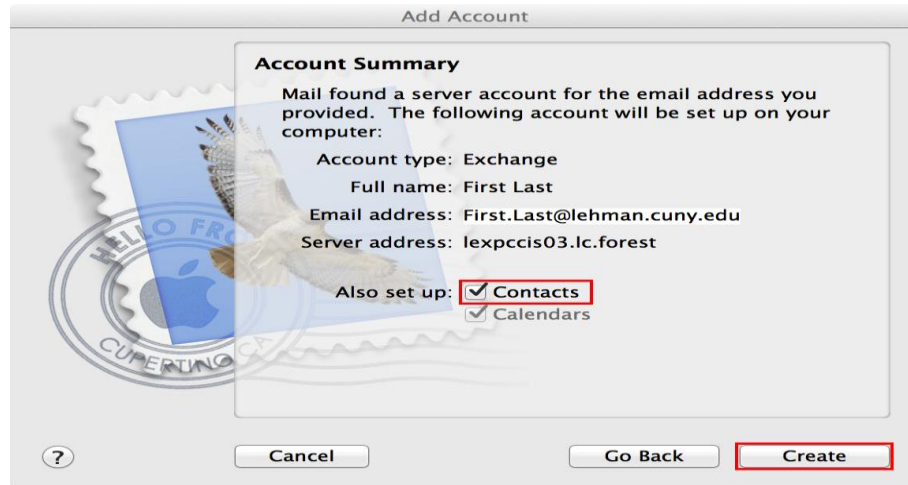
1. Open Mac Mail and select File then **Add Account**. On the next screen

2. Enter in your Full Name, entire **Email Address, Password** and click Continue.

3. Check "**Contacts**" box, then click "**Create**".

NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-111 or help.desk@Lehman.cuny.edu if further assistance is needed.