Connect Mail for Mac OS X to Exchange Labs

You can connect Mail for Mac OS X to Exchange Labs using POP3 or IMAP4 connectivity. These steps apply to Mail 3.3 for Mac OS X.

⊠**Note:**
If you don't know whether to use POP3 or IMAP4, consider using IMAP4 because it supports more features.

Prerequisites

To access Exchange Labs, you need the Windows Live ID that your administrator gave you to use with Exchange Labs and your password. The Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, tony@contoso.com.

Find the SMTP server name that you will need to use. To find the SMTP server name, sign in to Exchange Labs at the following address: https://outlook.com. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. Use the table below to find the SMTP server name. For example, if the address begins with **https://bl2prd01**, enter **pod51000.outlook.com** for the SMTP server name.

Outlook Web Access address starts with	SMTP server name
https://bl2prd01 or https://pod51000	pod51000.outlook.com
https://db2prd01 or https://pod51002	pod51002.outlook.com
https://sinprd01 or https://pod51003	pod51003.outlook.com

Set up Mail for Mac OS X for POP3 or IMAP4 access to Exchange Labs

1. Open Mail, and then do one of the following:

   - If you've never set up any e-mail accounts using Mail, the **Welcome to Mail** page appears. Go to step 2.
   - If you've already created e-mail accounts using Mail, on the **Mail** menu, click **Preferences**. On the **Accounts** tab, click the plus sign (+) at the bottom of the navigation pane to open the **Add Account** window.

2. On the **Welcome to Mail** or **Add Account** window:

   a. In **Full Name**, enter the name you want to display to people you send e-mail to.
   b. In **Email Address**, enter your primary e-mail address.
   c. In **Password**, enter the password for your Exchange Labs account, and then click **Continue**.

3. In the **Incoming Mail Server** window, enter the following:

   . Next to **Account Type**, select **POP** or **IMAP**. You might want to use IMAP because it supports more features.

a. In **Description**, enter a name that will remind you what this account is for, for example, "My Exchange Labs Account".

b. In **Incoming Mail Server**, enter **outlook.com**.

c. In **User Name**, enter your primary e-mail address.

d. In **Password**, enter the password for your Exchange Labs account if it's not already shown in that field.

e. Click **Continue**. Mail will test your connection to the incoming server using default settings.

> **✎Note:**
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> If the test isn't successful, click **Continue** again. You can verify your settings after you complete this procedure.

4. In the **Outgoing Mail Server** window, do the following:

. In **Description**, enter the name for this mail server, for example, Exchange Labs Outgoing Mail Server.

a. In the **Outgoing Mail Server** text box, enter the SMTP server name. See "Prerequisites" earlier in this topic for information about how to determine the name of your SMTP server.

b. Make sure the **Use only this server** check box is selected.

c. Select the **Use Authentication** check box. Your user name and the password you entered for the incoming server will appear in the **User Name** and **Password** text boxes. These values are the same for the outgoing server. Click **Continue**.

d. Click **Continue**. Mail will test your connection to the outgoing mail server using default settings.

> **✎Note:**
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> If the test isn't successful, click **Continue** again. You can verify your settings at the end of this procedure.

5. If you're using IMAP4, in the **Account Summary** box, click **Create**.

6. If you're using POP3, we recommend that you set up your client to keep a copy of the messages that you retrieve to your local computer on the server. This lets you access your messages from a different mail programs such as Outlook Web Access.

To keep a copy of these messages on the server, do the following:

. Clear the **Take Account online** check box, and then click **Create**.

a. In Mail, on the **Mail** menu, click **Preferences**.

b. On the **Accounts** tab, in the navigation pane, select the account you want.

c. In the right pane, click **Advanced**.

d. Clear the **Remove copy from server after retrieving a message** check box, and then close the **Accounts** window.

If you don't want Mail to keep a copy of your messages on the server, select the **Take account online** check box, and then click **Create**.

What else do I need to know about setting up Mail for Mac?

Things to watch for

If Mail doesn't connect, you might need to verify that Mail is set up to send and receive mail using the security setting known as Secure Sockets Layer (SSL). You can verify that Mail is set up to use SSL as follows:

1. In Mail, click **Mail** > **Preferences** >**Accounts**.
2. On the **Accounts** tab, select the account you want, and then click **Advanced**.
3. On the **Advanced** tab:
    a. Make sure that **Use SSL** is selected.
    b. Make sure that the **Port** is 993 if you are using IMAP4. The **Port** should be 995 if you are using POP3.
    c. Make sure that the **Authentication** is Password.
    d. Make sure that the **Domain Name** text box is empty.
4. On the **Account Information** tab:
    a. Under **Outgoing Mail Server (SMTP)**, make sure **Use only this server** is selected.
    b. Under **Outgoing Mail Server (SMTP)**, click the drop-down menu, and then click **Edit Server List** > **Advanced**.
    c. Under **Server port**, make sure that **Use Secure Sockets Layer (SSL)** is selected.
    d. Make sure that the **Server port** is 25.
    e. Under **Authentication**, verify that **Password** is selected, and then click **OK**.

Other info that might help

*   For more information about how to connect to Exchange Labs using other e-mail programs, see Connect to Your Exchange Labs E-Mail.
*   For more information about POP3 and IMAP4, see Using POP3 and IMAP4 E-Mail Programs.
*   For information about how to use Mail for Mac OS X, see the Help documentation that's provided with Mail for Mac OS X.