

Mac Mail Exchange Setup

Configuring HWS e-mail account

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To access HWS e-mail using Exchange in Mac Mail, follow the steps below:

1. Open Mac Mail, enter your name, HWS e-mail address, and password in the **Welcome to Mail window**, and click **Continue**.
2. In the **Account Type** menu, choose **Exchange**.
Enter a name for the account in the **Description** field.
Enter the incoming mail server, **webmail.hws.edu**
Enter the Outlook Web access server, **webmail.hws.edu**
Click **Continue**
3. Enter the outgoing mail server, **webmail.hws.edu**
Check the **Use Authentication** box and verify your username and password are correct.
Click **Continue**
4. On the **Account Summary** page, verify that all information matches what you have entered and that **SSL is on** for the incoming and outgoing mail servers.
Click **Create** to begin using your HWS e-mail.

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.