Apple Mail and iCal 4.x for Mac OS X 10.6 - Configure for MIT Exchange

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This document provides instructions for automatically configuring Apple Mail 4 and iCal 4 on Mac OS X 10.6 (Snow Leopard), for use with MIT's Exchange email, calendaring, and contacts system. If this is a first-time configuration, it also creates an account in your Mac OS X Address Book. This configuration will not work with MIT's IMAP email system.

This configuration saves your Kerberos password in your Mac OS X Keychain, which will automatically log you into the Exchange server through Mail or iCal; you will not be prompted for your password. For details on keeping your password secure in your Keychain, see Mac OS X: Security Recommendations

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Configure

1. Click the Mail icon in the Dock.
   Result: If you are launching Mail 4.x for the first time, it prompts you to set up an account. If you already have an account in Mail, and wish to add another account for your MIT email, open the Mail application and follow the menu path **Mail > Preferences > Accounts**, then click on the **+** (plus) sign in the lower-left corner.
2. Enter the following information in the initial Welcome to Mail window:
   - The Full Name field contains the name from your Mac OS X user account; you may change it if you wish.
   - In the Email Address field, enter your MIT Exchange email address (username@mit.edu).
   - In the Password field, enter your Kerberos password.
     Note: Your password for Mail and iCal will be stored in your Mac OS X Keychain. See Mac OS X: Security Recommendations for details on securing your keychain.
     Result: The *Welcome to Mail* window should look similar to the following:
3. Click **Continue**.
   Result: The *Account Summary* window appears. If you do not wish to configure iCal for MIT Exchange, uncheck iCal calendars.
4. Click **Create**.
   Result: Mail opens and you are logged into your MIT Exchange email account.

Mail Account

1. To check your Mail settings, go to **Mail > Preferences > Accounts**.
2. Select your MIT Exchange account.
   Result: The *Account Information* and *Advanced* windows should be similar to the following.

iCal Account

1. To check your iCal settings, open iCal.
2. Go to **iCal > Preferences > Accounts**.
3. Select your MIT Exchange account.
   Result: The Account Information and Server Settings should be similar to the following.

Related Links

Calendaring Help Wizard
Get help to configure and use Exchange calendaring.
[iCal 4.x: Exchange Calendaring Quick Guide]
[iCal 4.x Calendaring: Set Sharing or Delegate Permissions]
Exchange Email and Calendaring