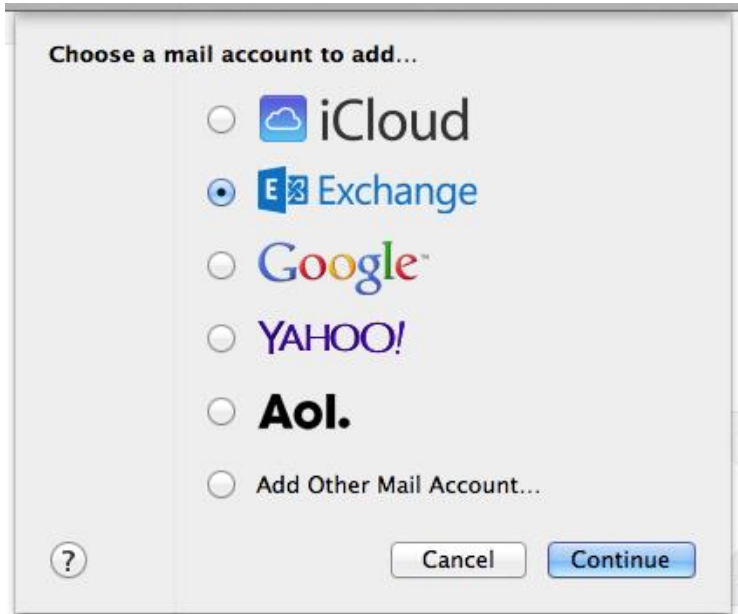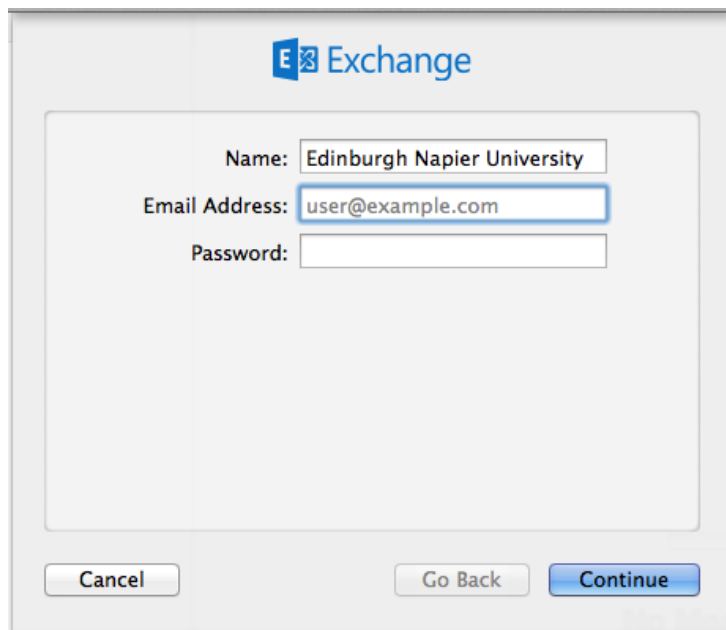# HOW TO CONFIGURE YOUR MAC MAIL
CLIENT TO ACCESS YOUR UNIVERSITY MAILBOX

First open up Mac Mail and add a new Exchange account.

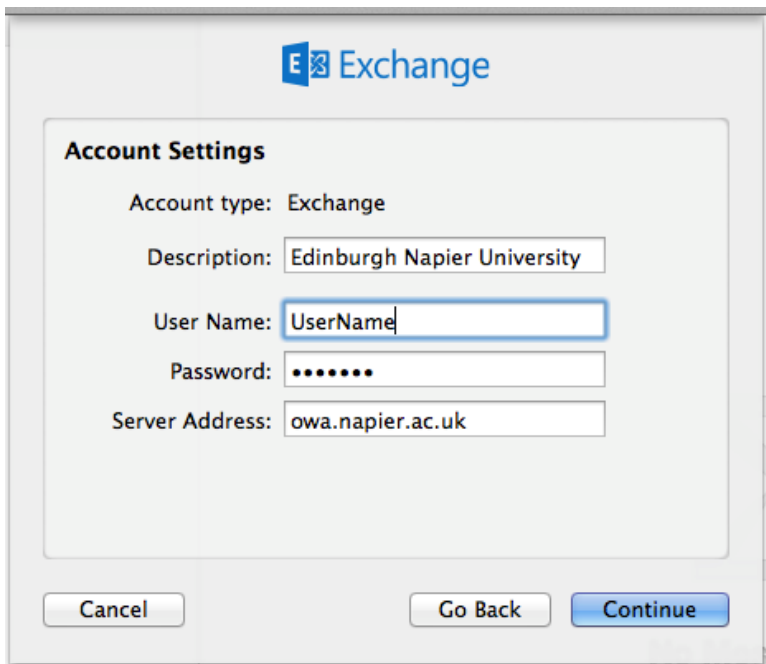Select **Exchange** > **Continue**

Enter the following details
Description: Edinburgh Napier University
User Name: Your Username in the format of LoginID@napier.ac.uk
Password: Your University Password
Server Address: owa.napier.ac.uk

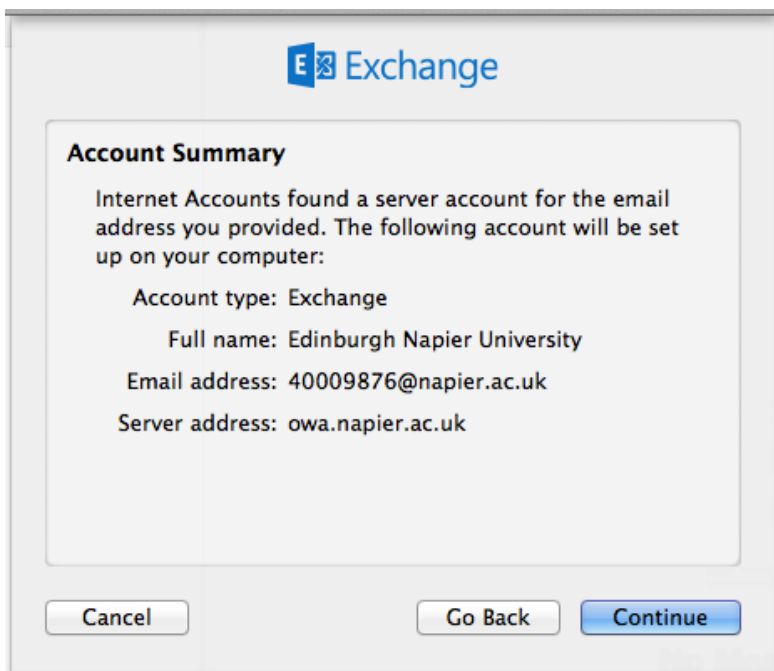Click **Continue**: This might take a minute to go through.

You should receive a similar confirmation as below, click on **continue**

Select which items you would like to synchronize and then click **done**.

.