1. Open Mail and navigate to Menu Bar > Mail > Accounts.

2. In the Accounts box, select Exchange.

3. In the new windows, fill in the following fields, then click **Sign In**.
   - **Name**: full name
   - **User name**: enter your SMU email address
   - **Password**: enter your mailbox password

4. Features such as contacts and calendars can be used, select the options you want to use, and then click **Done**.

5. The account is now setup and you can use it to send and receive email.