Click 'Mail' on the dock



Enter your e-mail address and password, then click continue

	Welcom	e to Mail
	Welcome to Mail You'll be guided t account. To get started, pro Full Name: Email Address: Password:	hrough the steps to set up your mail ovide the following information: Dayne Poirot poirotd@acrsd.net
?	Cancel	Go Back Continue

Change 'Account Type' to Exchange (yellow icon next to it)

Have the description say 'School' or 'Exchange' or 'Hoosac Valley' or whatever you'd like.

Incoming Mail Server should be 'mail.acrsd.net'

Setup Contacts and Calendars if you wish. Click Continue

	Welcome to Ma	il	
	ing Mail Server Account Type: Description: ncoming Mail Server: User Name: Password: Also set up:	 Exchange ‡ School mail.acrsd.net poirotd ••••• Contacts Calendars 	
? Canc	el	Go Back Continue	

Verify settings, click Create.

