CSUDH e-mail setup for MAC OS/X Mail application.

**Step 1:**

Open Mac mail application

Click Mail then Preferences from the menu at the top

If you don’t see “Exchange” symbol on the left side of the Accounts window, click the + symbol

*Note: If you see the Exchange symbol continue from the 6th step.*
Step 2:

Click exchange option from the new opened window, and then click Continue
Step 3:

Type your name, your CSUDH e-mail, and your password, and then click Continue.
Step 4:

You will see summary about your account, click Continue
Step 5:

If you would like to use other apps, such as contacts, calendars, and reminders you can select them by clicking their checkboxes on the left. Click “Done”
Step 6:

Now you can see the Exchange symbol on the left, click the Exchange symbol and see your information.
Step 7:

You can type CSUDH in the description field, or something else. Uncheck “use autodiscover service” checkbox and change the Internal and External Server fields with owa.csudh.edu as it is shown on the picture below.
Step 8:

Close the accounts window; it will open a pop-up window asking you to save changes. Click Save.

Now you can check and send your CSUDH email. Congratulations!

Note: If you already had the exchange symbol before you went through these instructions and the your mail is still not working, try to remove the Exchange symbol from System Settings/Internet Accounts first, and re-install it by following these instructions from the first step.