To access HWS e-mail using Exchange in Mac Mail, follow the steps below:

1. Open Mac Mail, enter your name, HWS e-mail address, and password in the Welcome to Mail window, and click Continue.

2. In the Account Type menu, choose Exchange.
   
   Enter a name for the account in the Description field.
   
   Enter the incoming mail server, webmail.hws.edu
   
   Enter the Outlook Web access server, webmail.hws.edu
   
   Click Continue

3. Enter the outgoing mail server, webmail.hws.edu
   
   Check the Use Authentication box and verify your username and password are correct.
   
   Click Continue

4. On the Account Summary page, verify that all information matches what you have entered and that SSL is on for the incoming and outgoing mail servers.
   
   Click Create to begin using your HWS e-mail.

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.