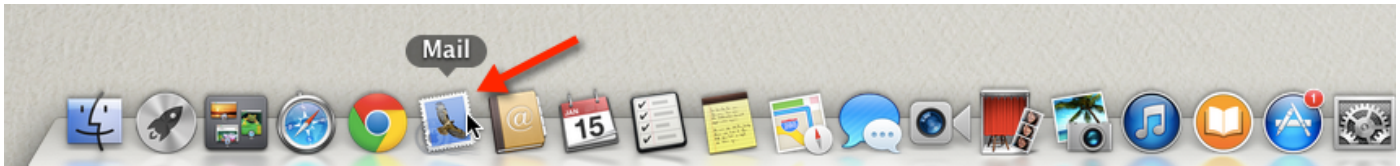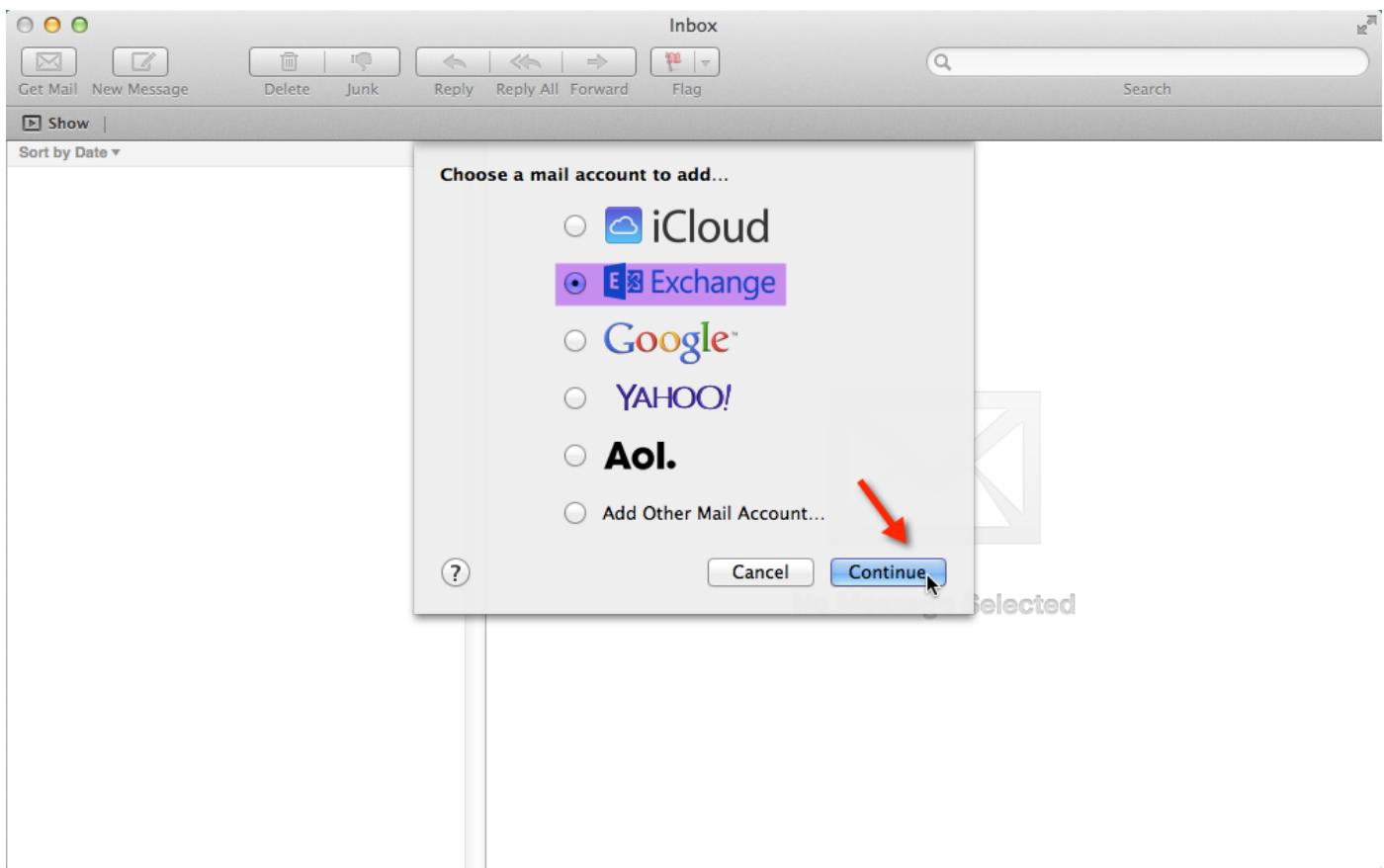# How to set up Mac Mail in Mac OS
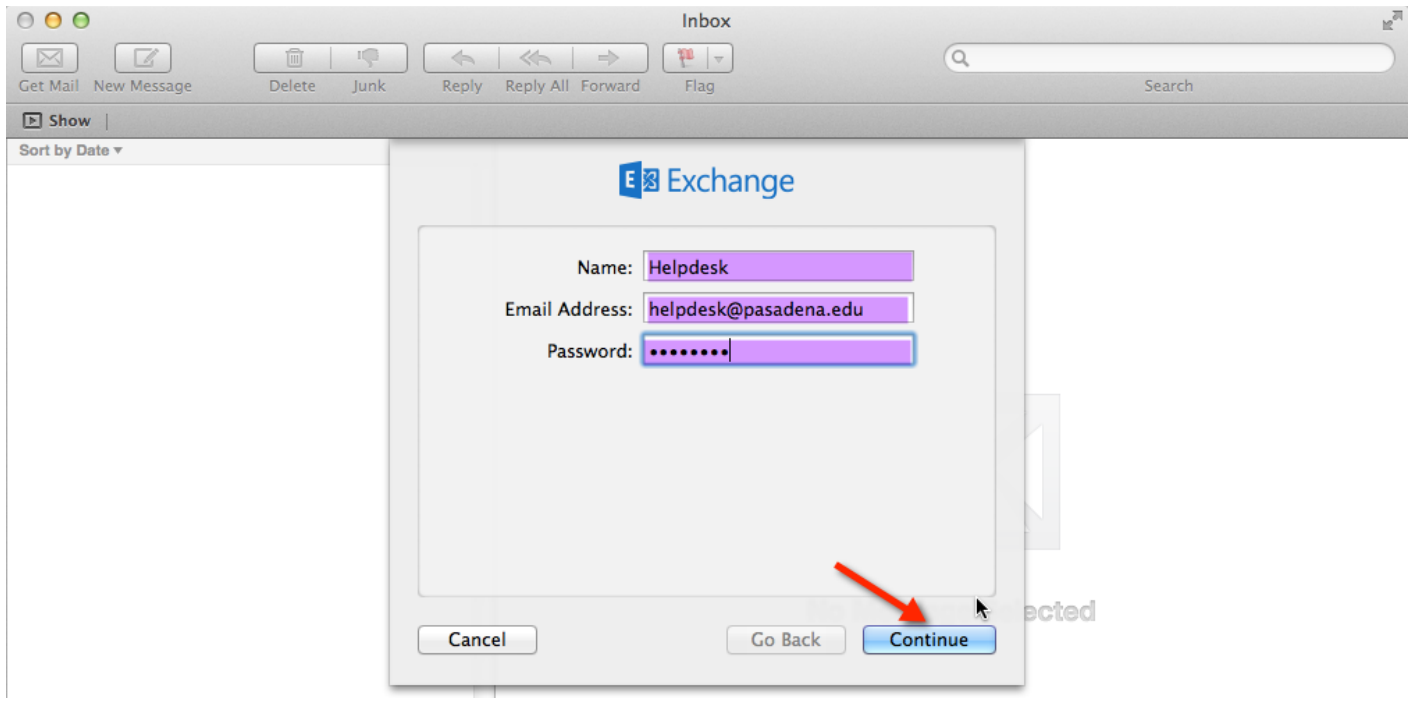
Instruction procedures of how to setup Mac Mail with Pasadena exchange email on a Mac OS machine.  Please make sure you have Internet access before you follow these procedures.



**Click on the Mail Application from your dock or your application folder**
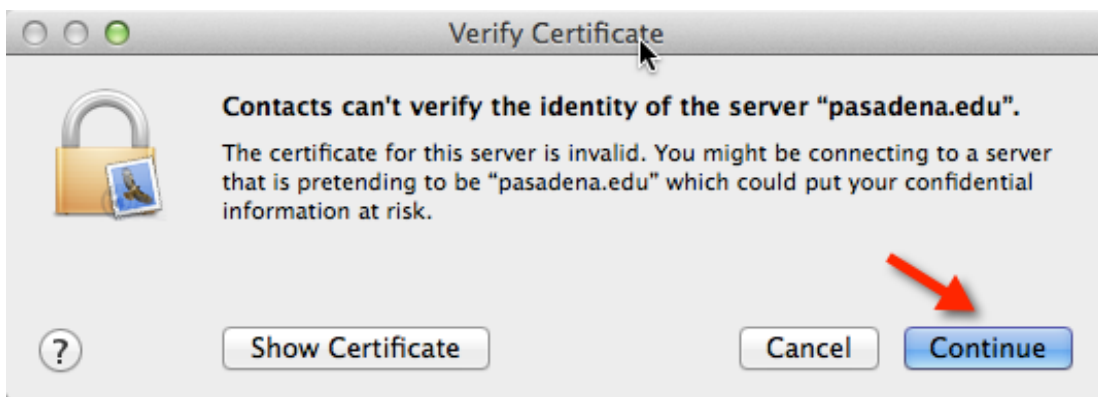*Mail inbox screen setup screen will then pop up*



**Choose a mail account to add by selecting Exchange and click on Continue**
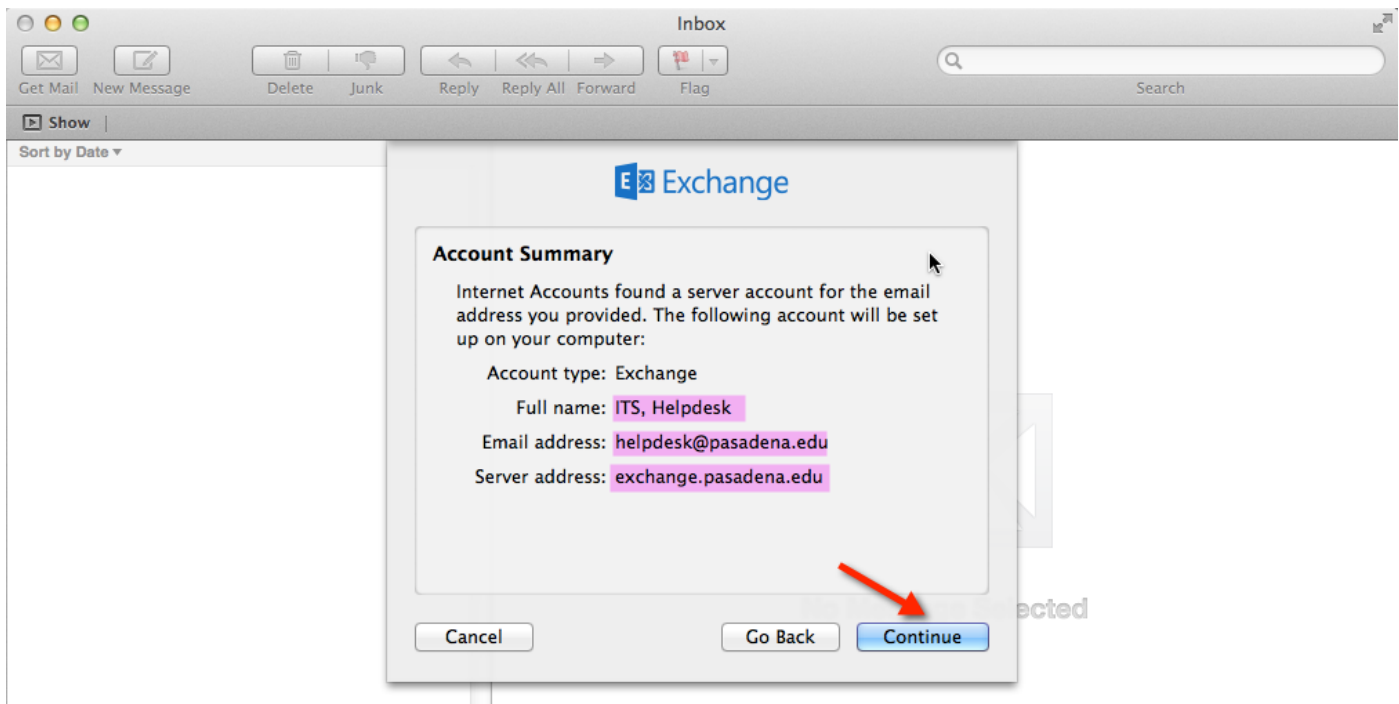
**Type in Your Lancerpoint user name in Name field.  For example, I input Helpdesk**

**Type in Your Pasadena Email address in the Email Address field.  For example, I input helpdesk@pasadena.edu**

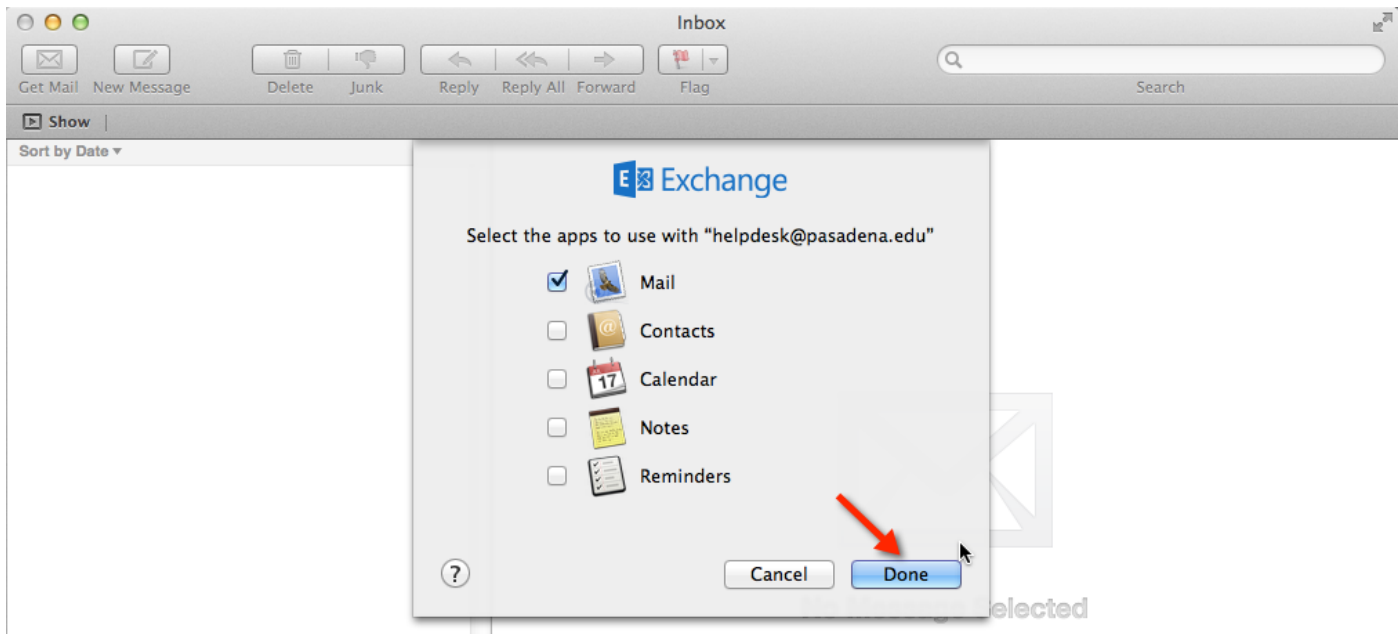**Type in Your Lancerpoint password in Password field.  Then click on Continue**
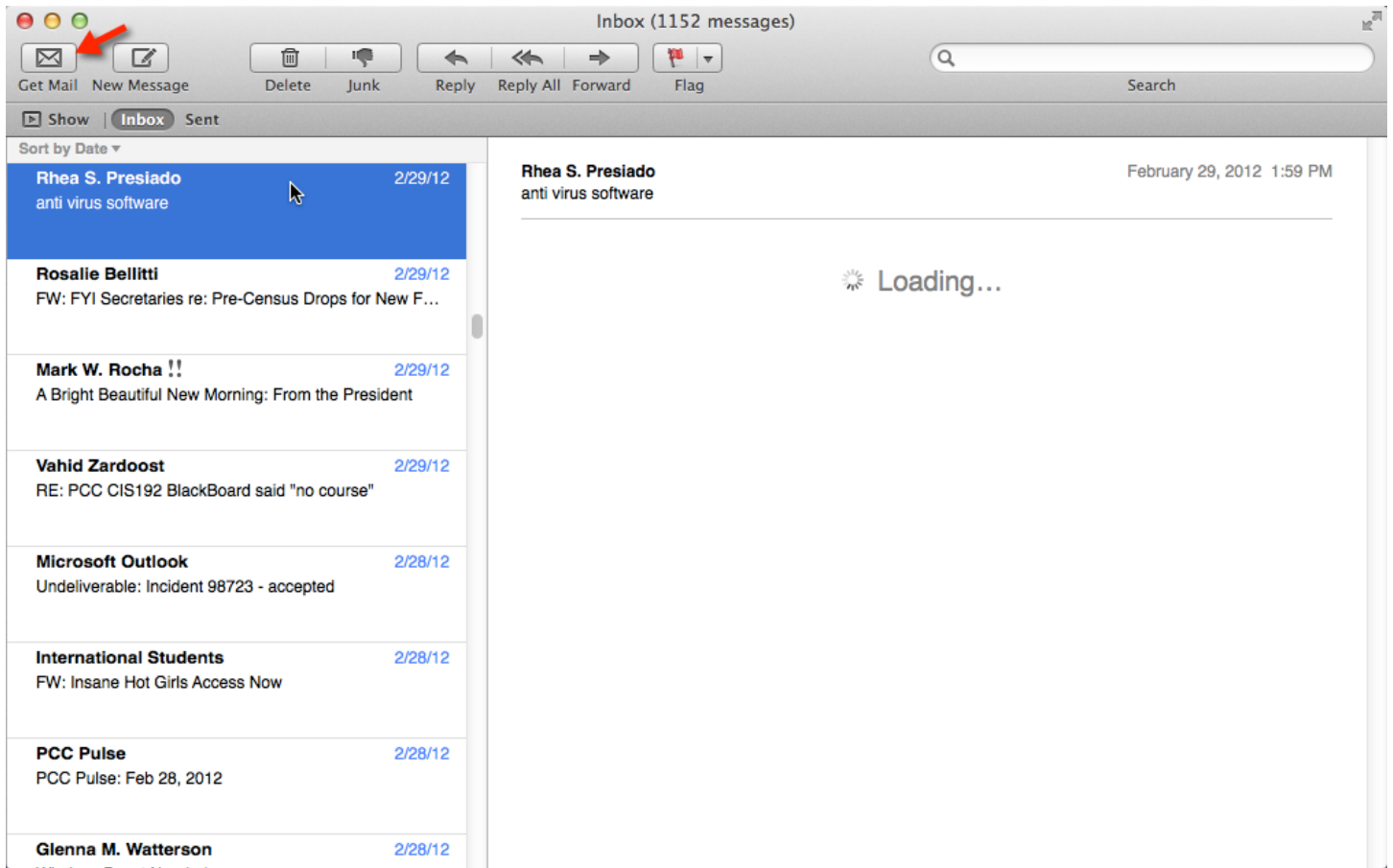


**Verify Certificate screen will pop up, just click on Continue**

**Double check the Account Summary screen. Please make sure all the information is correct. Then click on Continue**



**Select Mail and click on Done**

**Click on Get Mail icon and your Mac Mail will receive PCC emails.**