Setting up UPHS Exchange account for MAC OS X native Apps

- Open the **Mail** application from either the dock or your Applications folder.
- click **Mail**, then **Add Account**.
- Select **Exchange** and click on **Continue**.
- Enter your **Full Name**, **Email Address** (username@uphs.upenn.edu) and **UPHS Password** in their relevant fields.
- Click **Continue** or **Sign In**.
- In the next window choose which aspects of the Exchange account you would like to view in Mac OS X native apps.
- Click **Done**.
- UPHS Account will appear under username header in Mac OS X native apps.