

Exchange mail, calendar and contacts on Mac

As an alternative to Outlook 2016 you may use Apple Mail, Contacts and Calendar for synchronisation with the university Exchange mail. Below, we describe how to set this up on your Mac, including an email signature in accordance with the university style guide.

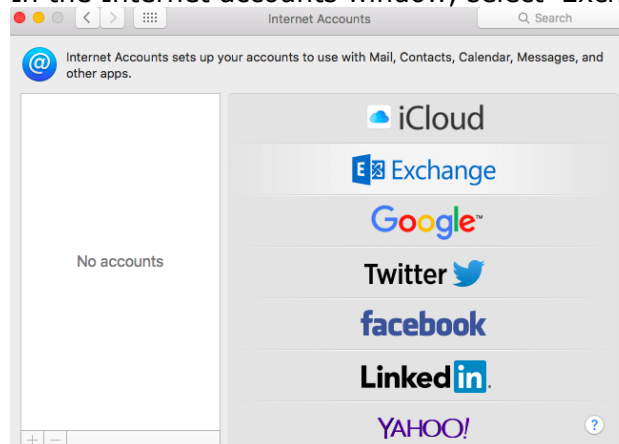
NOTE: With Apple mail you cannot read archived mail boxes or use shared mail boxes. If you need this functionality, you should use Outlook 2016 to synchronise your Mac with the Exchange server. There is a separate manual for this.

Setting up the account

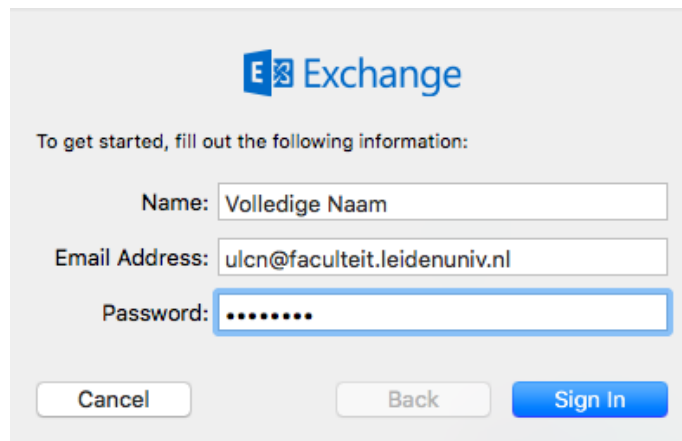
1. Open the System Preferences window from the Apple-menu and choose Internet Accounts.



2. In the Internet accounts window, select 'Exchange account'.



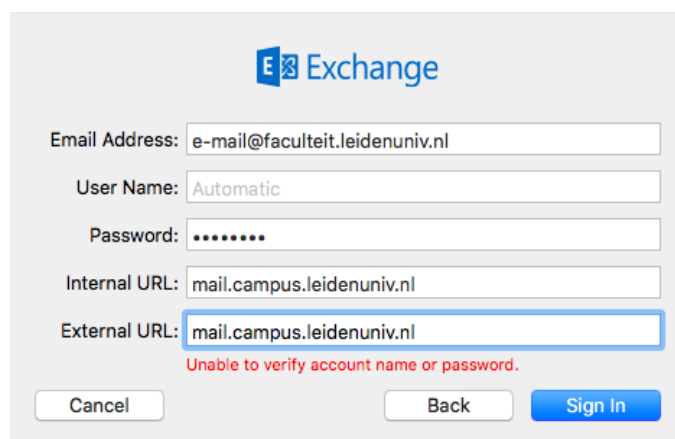
3. In the Exchange account window you enter your ULCN credentials and your university mail address.



The screenshot shows the Microsoft Exchange account setup window. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the placeholder text "Volledige Naam", "Email Address:" with the value "ulcn@faculteit.leidenuniv.nl", and "Password:" with a masked password of seven dots. At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

Confirm these data by clicking [Sign In].

4. You get a message "unable to verify..." because the server names need to be typed in. Enter these in the following window:



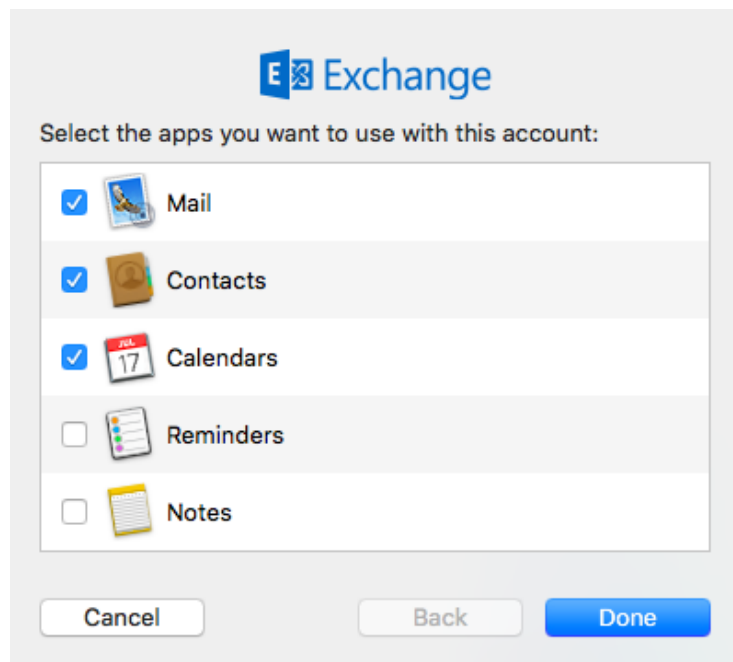
The screenshot shows the Microsoft Exchange account setup window with an error message. The "Email Address:" field contains "e-mail@faculteit.leidenuniv.nl". The "User Name:" field contains "Automatic". The "Password:" field contains a masked password of seven dots. The "Internal URL:" field contains "mail.campus.leidenuniv.nl". The "External URL:" field contains "mail.campus.leidenuniv.nl" and is highlighted with a blue border. Below the "External URL:" field, a red error message reads "Unable to verify account name or password.". At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

The complete settings are:

Email Address: ulcn-account@faculteit.leidenuniv.nl
Password: your password
Internal URL: mail.campus.leidenuniv.nl
External URL: mail.campus.leidenuniv.nl

Confirm these settings with [Sign In].

5. In the window that opens now, you can specify the services you want to synchronise:

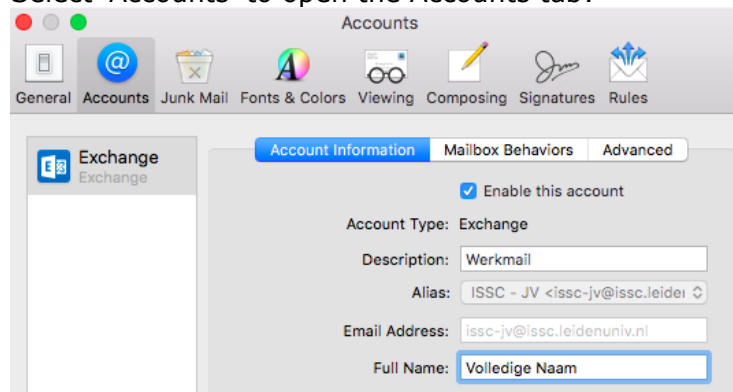


Confirm your selection with [Done].

Personalise your account

You can edit your full name and description as follows:

1. Select Preferences from the Mail-menu.
2. Select 'Accounts' to open the Accounts tab:



3. Select 'Account information' and then enter:

- Description: Choose a convenient description, like 'work mail' or 'university'.
- Full Name: Enter a clear and complete name, including initials or titles. This is the name your recipients will see as a sender.

Setting the signature

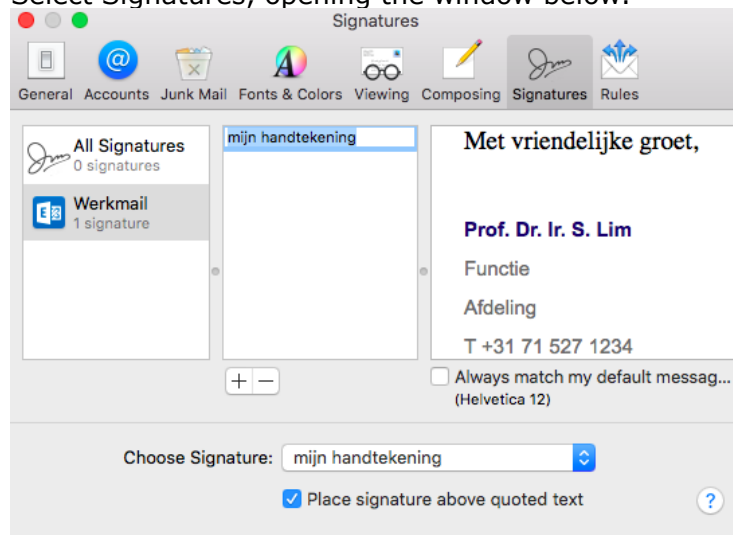
The email signature is like your business card. The university style guide (view [here](#), section 4.5) describes the format of an email signature in Dutch as follows:

(Font: Verdana 8,5 pt)

<p>Naam Achternaam Functie Afdeling Universiteit Leiden</p> <p>Bezoekadres, kamer nummer Postbus 9500 2300 RA Leiden</p> <p>Telefoon 071 XXX XX XX E-mail naam@adres.nl www.facebook.com/xxxxx www.twitter.com/xxxxx www.website.nl</p>	<p>Voorbeeld: Frank Parlevliet Marketing Adviseur Bachelor Strategische Communicatie & Marketing Universiteit Leiden</p> <p>Rapenburg 70, kamer D004 Postbus 9500 2300 RA Leiden</p> <p>Telefoon 071 527 31 32 E-mail f.j.parlevliet@bb.leidenuniv.nl www.facebook.com/studiekeuzelEI www.twitter.com/studiekeuzelEI www.unileidenbachelors.nl</p>
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You can set your signature(s) as follows:

1. Select Preferences from the Mail menu.
2. Select Signatures, opening the window below.



3. Select the Exchange (university) email account in the left column.
4. Klick the + sign just below the middle column and enter a clear name for the signature.
5. Enter the signature in the right column.

This way, you can enter multiple signatures. Test by mailing yourself and edit until it is all right.