

## KPS OS X Mail Configuration Instructions

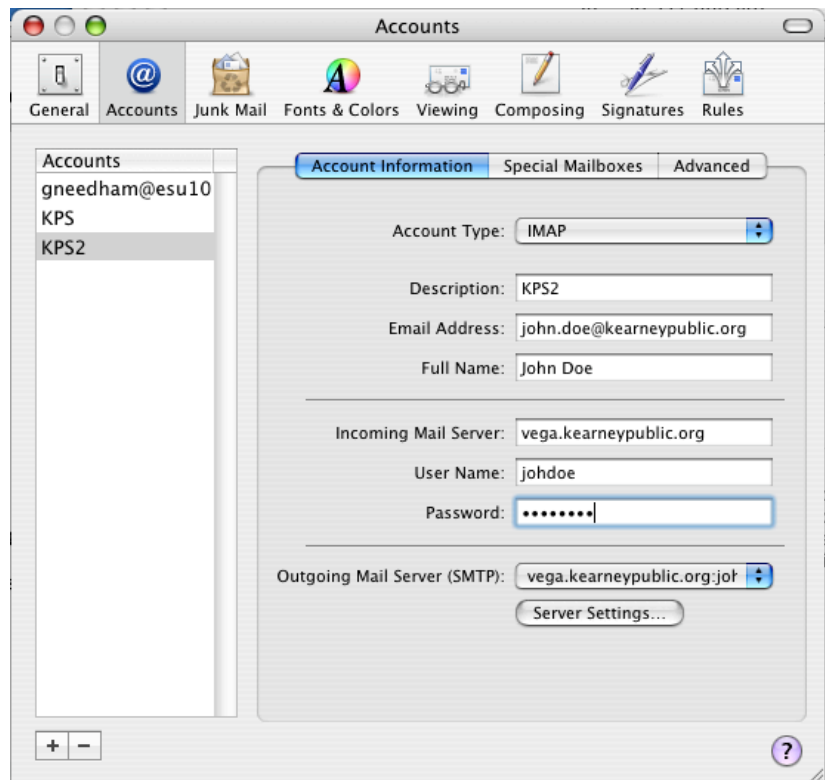
Currently, KPS has primarily supported e-mail on OS X with Outlook Web Access only. OS X Mail will also support Exchange capability for OS X clients version 10.3 and higher. Following are instructions for configuring OS X Mail and the Address Book for the KPS Exchange server.

### ***To configure your mail client:***

1. Open Mail. It will walk you through setup of the first account (you may cancel this to follow more closely with the help document), or if you have opened mail previously, go to Mail->Preferences and select Accounts. Click the "+" button at the bottom of the screen to set up a new account.

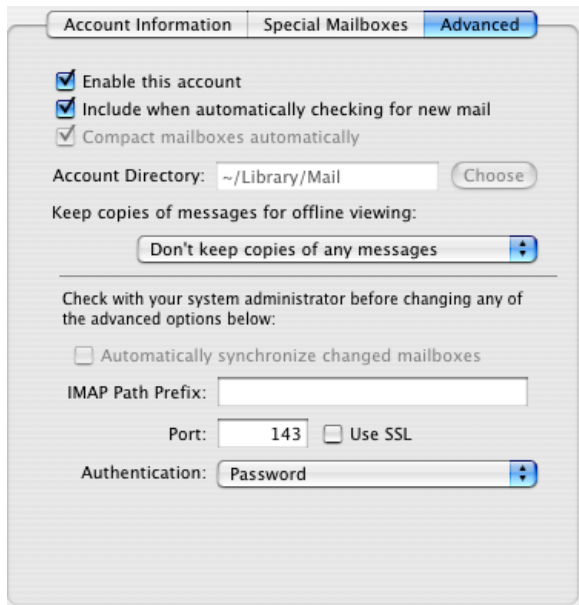
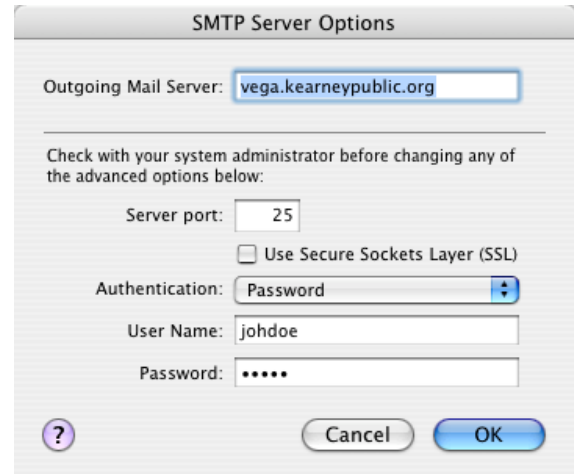
2. Configure the Mail client as pictured.

- Under Account Type, an Exchange option is available. However, we do not want to use it. IMAP is more consistent with how mail works within the district.
- Description is whatever you want; KPS is appropriate.
- Notice that your e-mail address is (and should always be) in the form [firstname-dot-lastname-@kearneypublic.org](mailto:firstname-dot-lastname-@kearneypublic.org).
- Full name is what will show up on your outbound mail.
- For the inbound mail server, you must use the



- same server that you use in Outlook Web Access. If your e-mail is on "pegasus" instead of "vega" as shown above, make the change appropriately.
- Your username is the same as already used to log in. For most users, it is the first three letters of the first name and the entire last name.
- It is not considered a security risk to save your password because you are already logged in to the network (or your laptop) as yourself to get to this screen.
- The outbound mail server is covered in the next step.

3. For outgoing mail, settings will be the same for all users. Choose `vega.kearneypublic.org`. Authentication should be password-based, again with your username and password.



4. We also have some advanced mail options to configure. Unless you use a school laptop, you should change "Keep copies..." to "Don't keep copies of any messages" because it saves extra copies of all messages onto the building server.

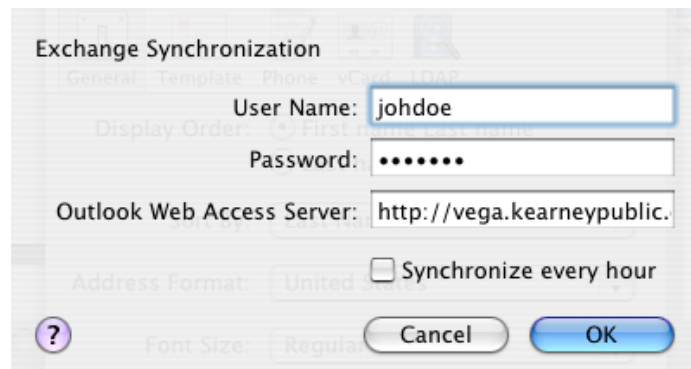
If you do have a school laptop, you can change this. For speed and reliability, I recommend "All messages, but omit attachments."

## To Configure Address Book

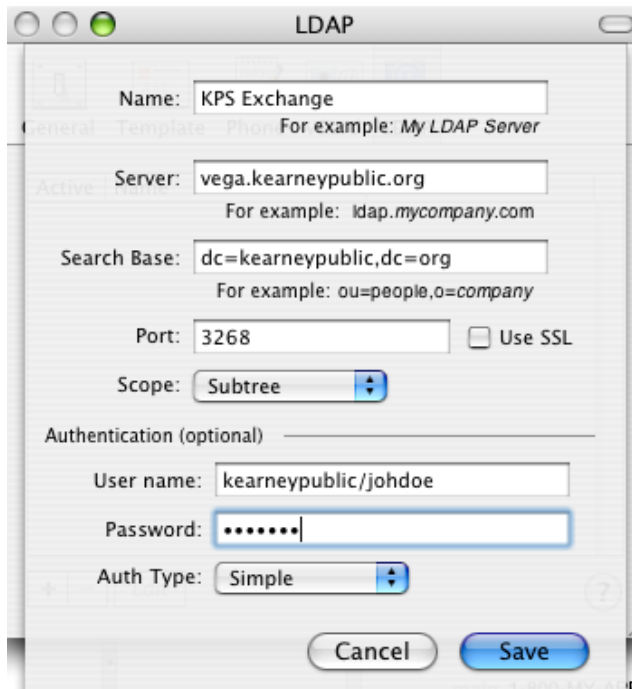
In OS X, Mail and the Address Book are separate programs. We need to configure the address book separately. One of the nicer features of the OS X Address Book (you must have at least OS X 10.3) is that it will synchronize your current Contacts and it will perform automatic name lookups similar to the Outlook Web Access “Check Names” button.

### 1. Set Exchange synchronization preferences.

- In Address Book Preferences, under the General tab, check the box to synchronize to Exchange. Then click Configure...
- Exchange Synchronization options are your username and password, and your Outlook Web Access server. The server is the same as your Incoming Mail Server in Mail, in URL format. The OWA server is not shown entirely, but is in the format <http://server.kearneypublic.org/exchange/username> (in the example, server is vega and username is johndoe).



### 2. Configure Address Book to automatically look up school employee e-mail addresses.



- Still in Preferences, change to the LDAP tab.
- Click the plus button at the bottom to add a new directory server.
- Fill in the fields as follows:
  - Name is arbitrary, but KPS Exchange is most appropriate.
  - Server is vega.kearneypublic.org
  - Search base must be exactly dc=kearneypublic,dc=org
  - Port 3268
  - Change Auth Type to Simple, then enter user name of kearneypublic/username (e.g., johndoe) and password.