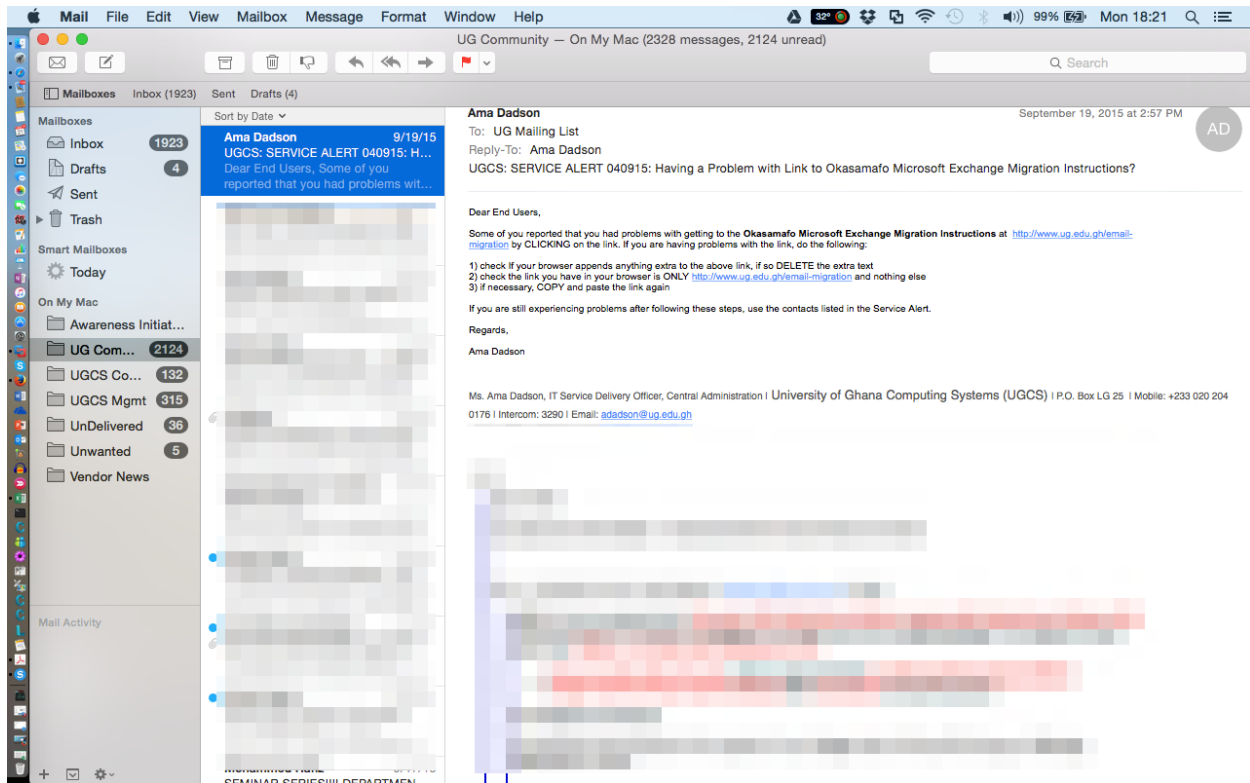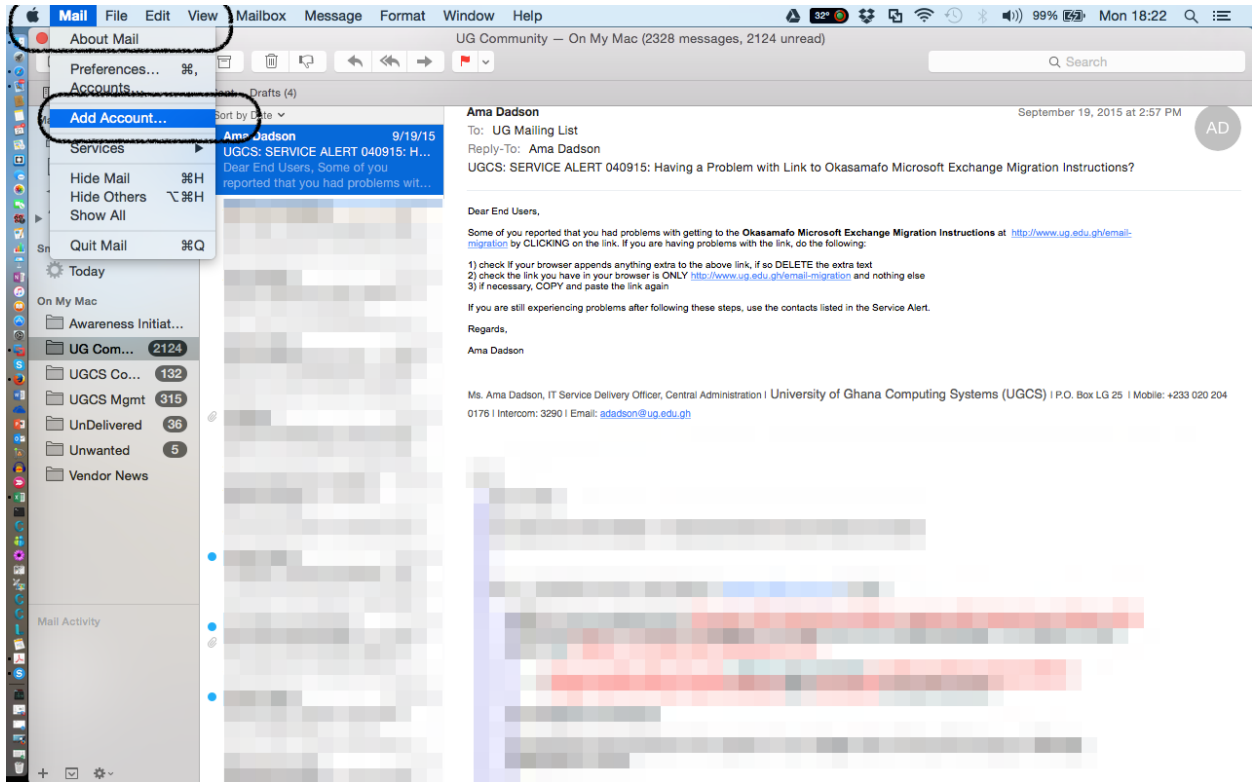**How to Configure Apple MAC Mail to export Axigen Mails to MS Exchange.**

If you are already using MAC mail client to pull your mails from Axigen then please continue with this tutorial.
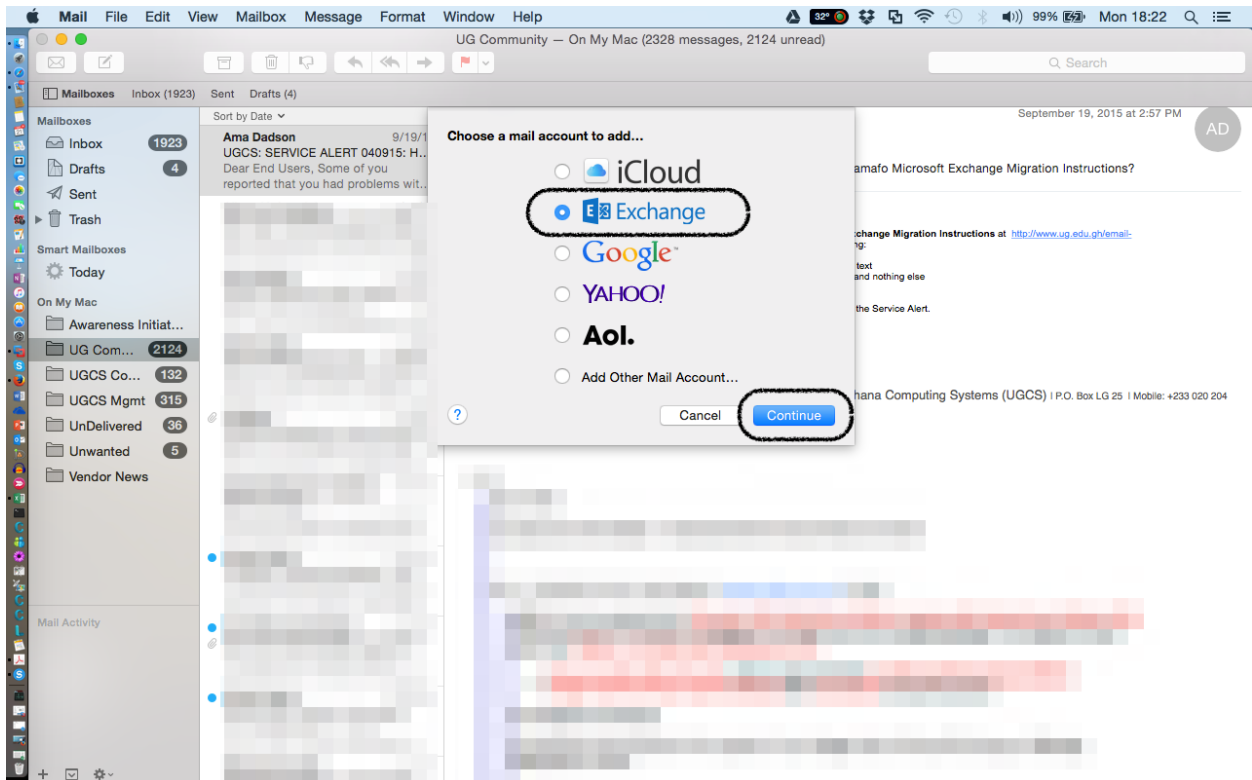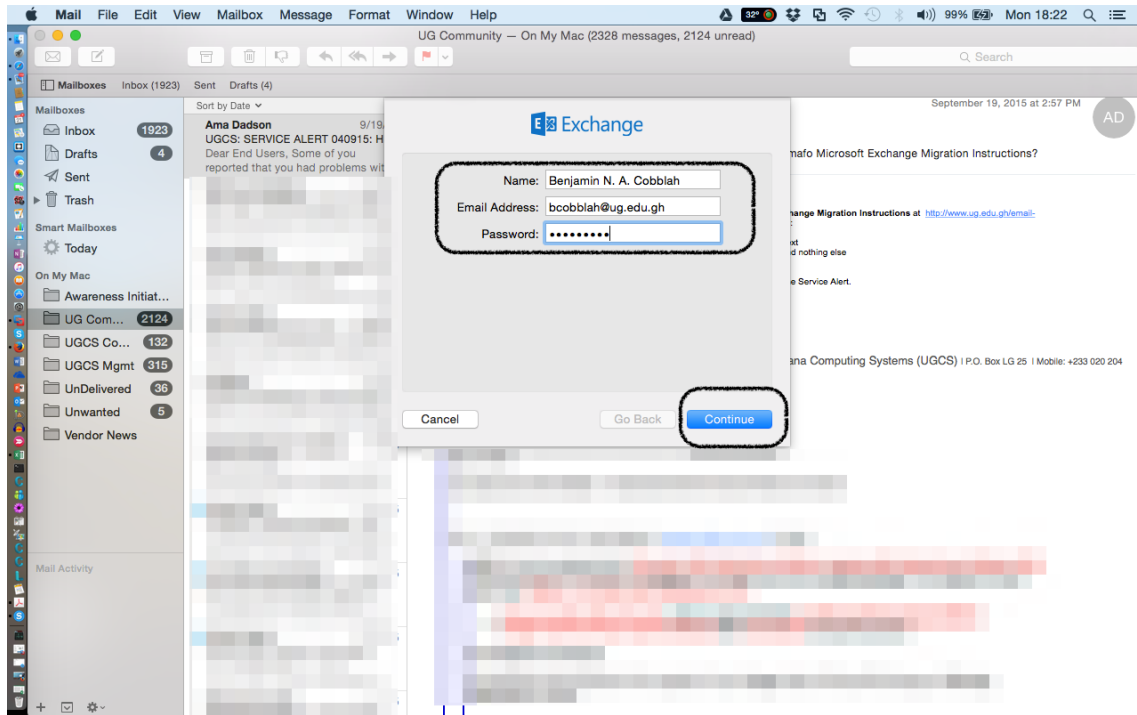
1. Open Apple MAC mail
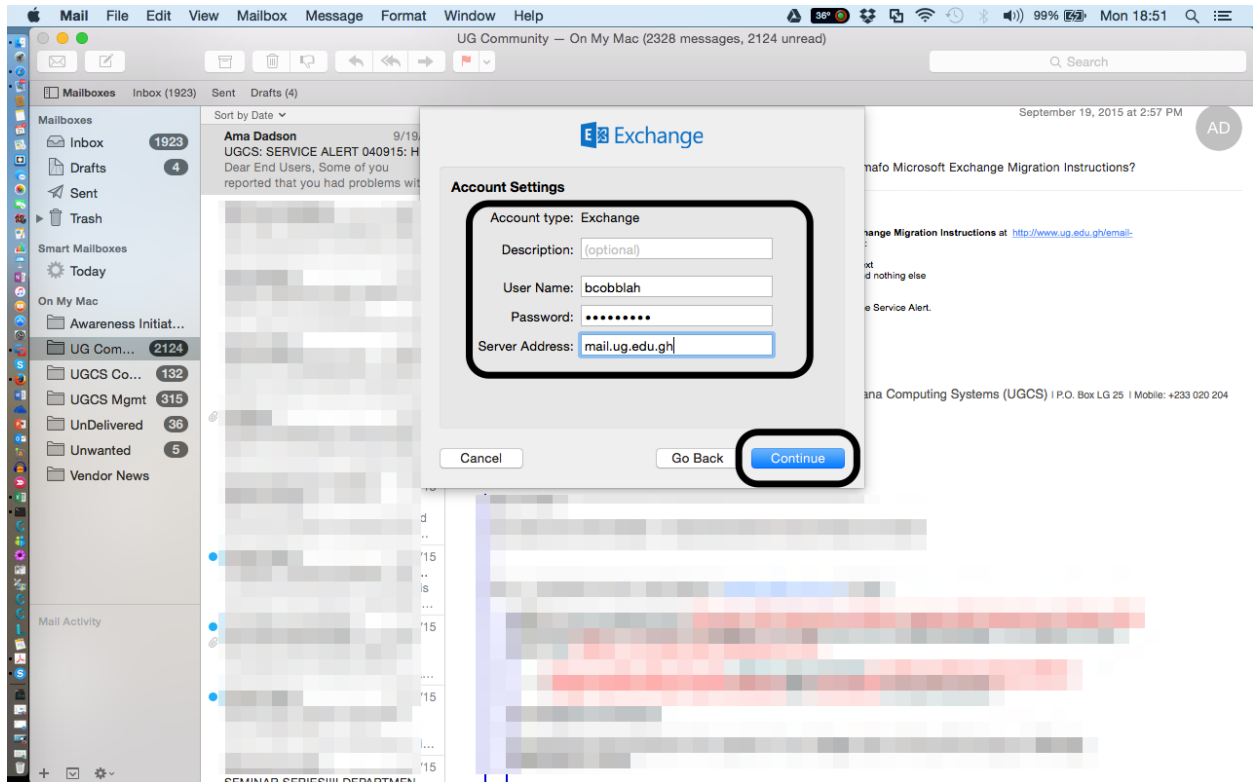

2. Click on mail and add account as shown below

3. Select Exchange from the list of available options as shown below and then click on continue
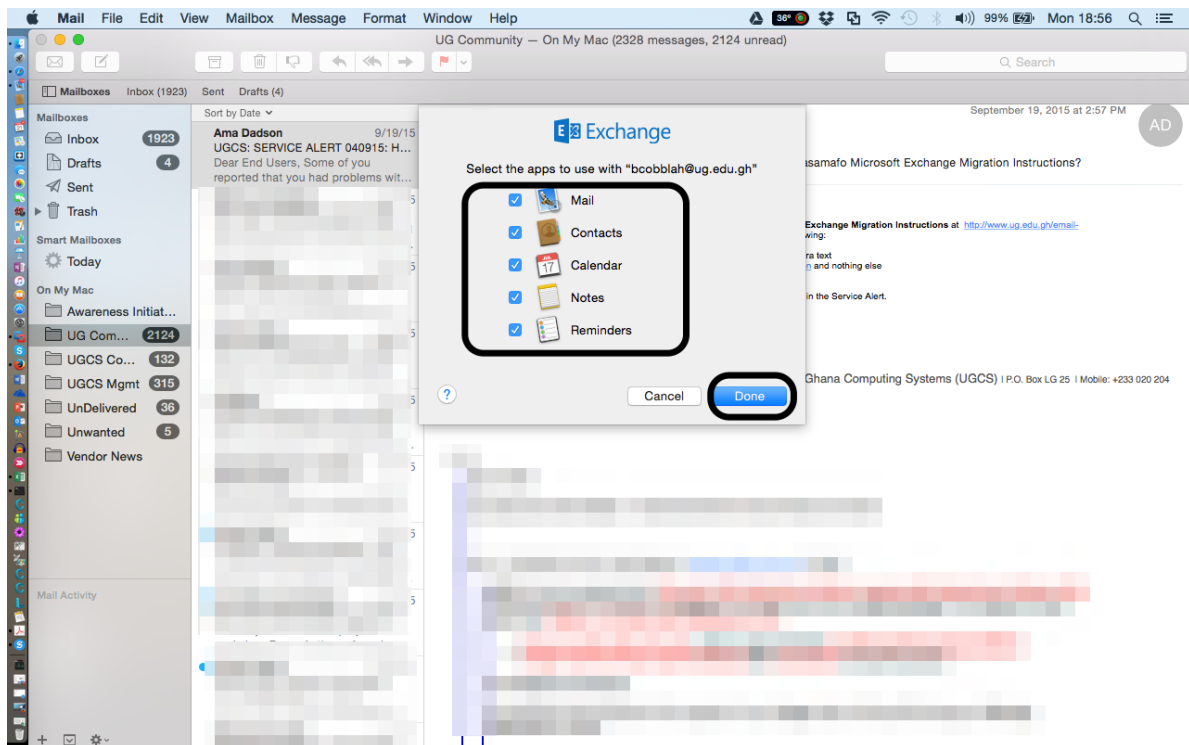
4. Type in your name, Email Address and Password in their respective dialog boxes and click on continue as shown below
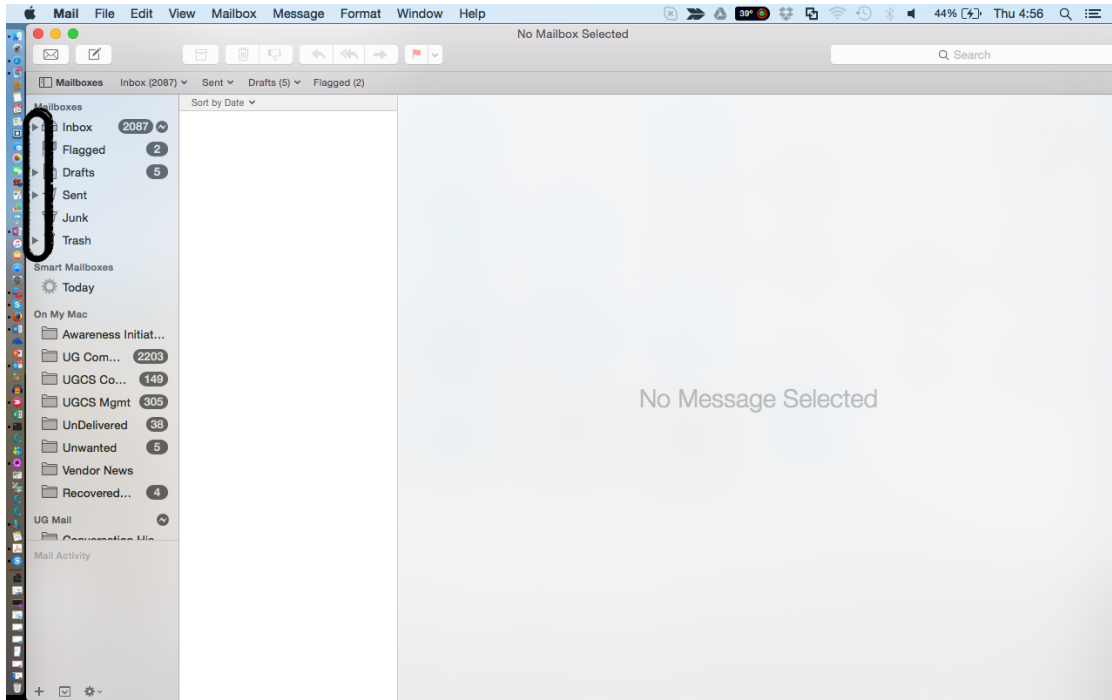

5. The settings will try to auto configure your account. If it is not successful, it will prompt you to enter additional information. Supply your name and password in their respective dialog boxes and enter "mail.ug.edu.gh" in the server address as shown below and click on continue.
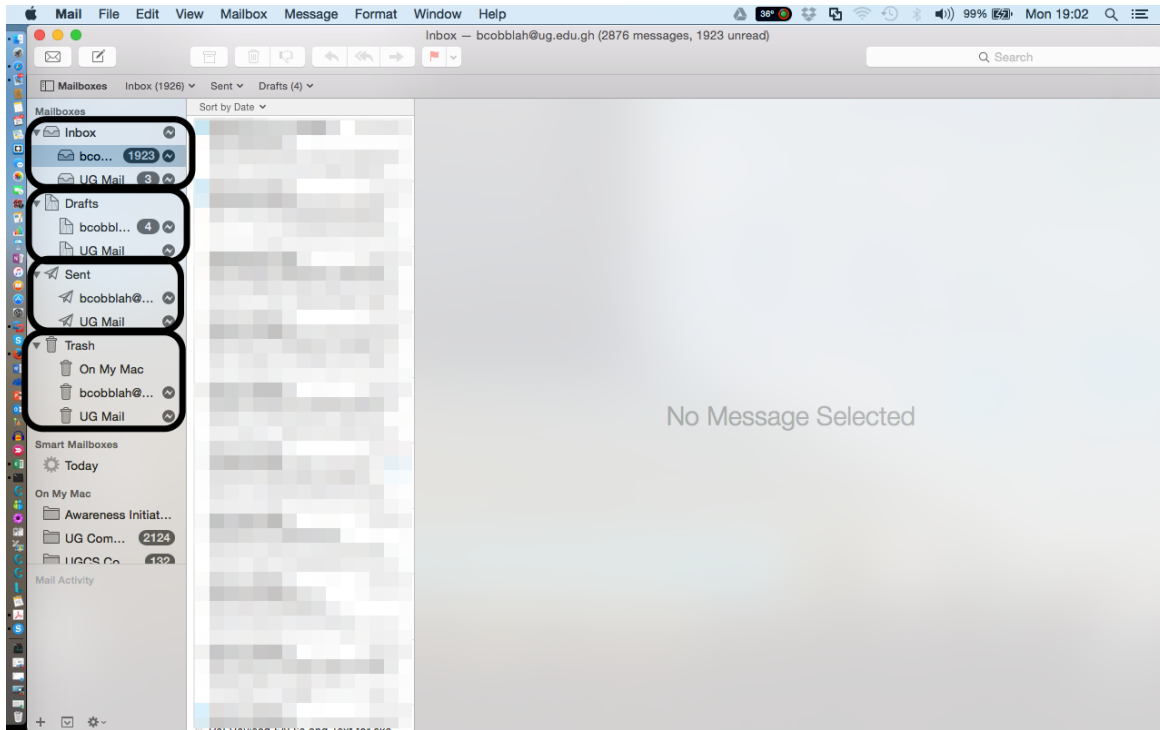
6. Select all applications you want to use with the exchange server as shown below and click on done.
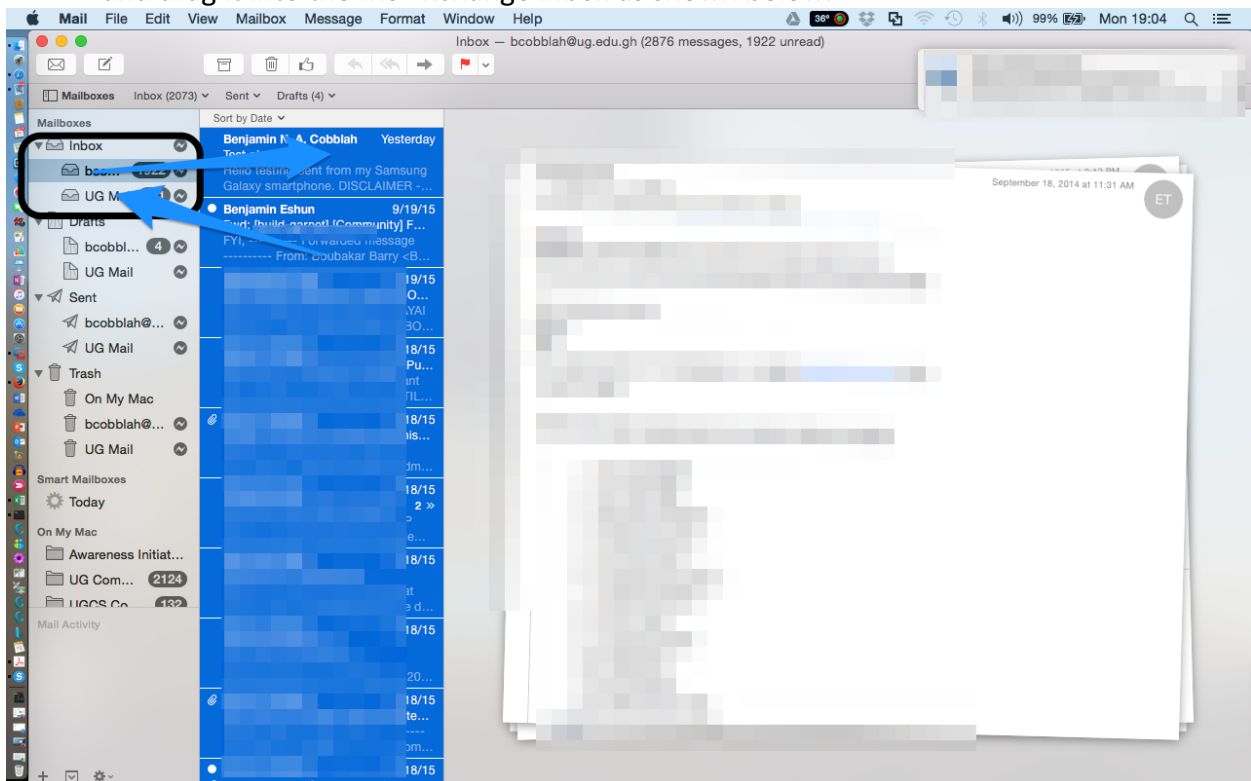
7. You will notice that arrows have been appended to the various menus on the mail application as shown below.
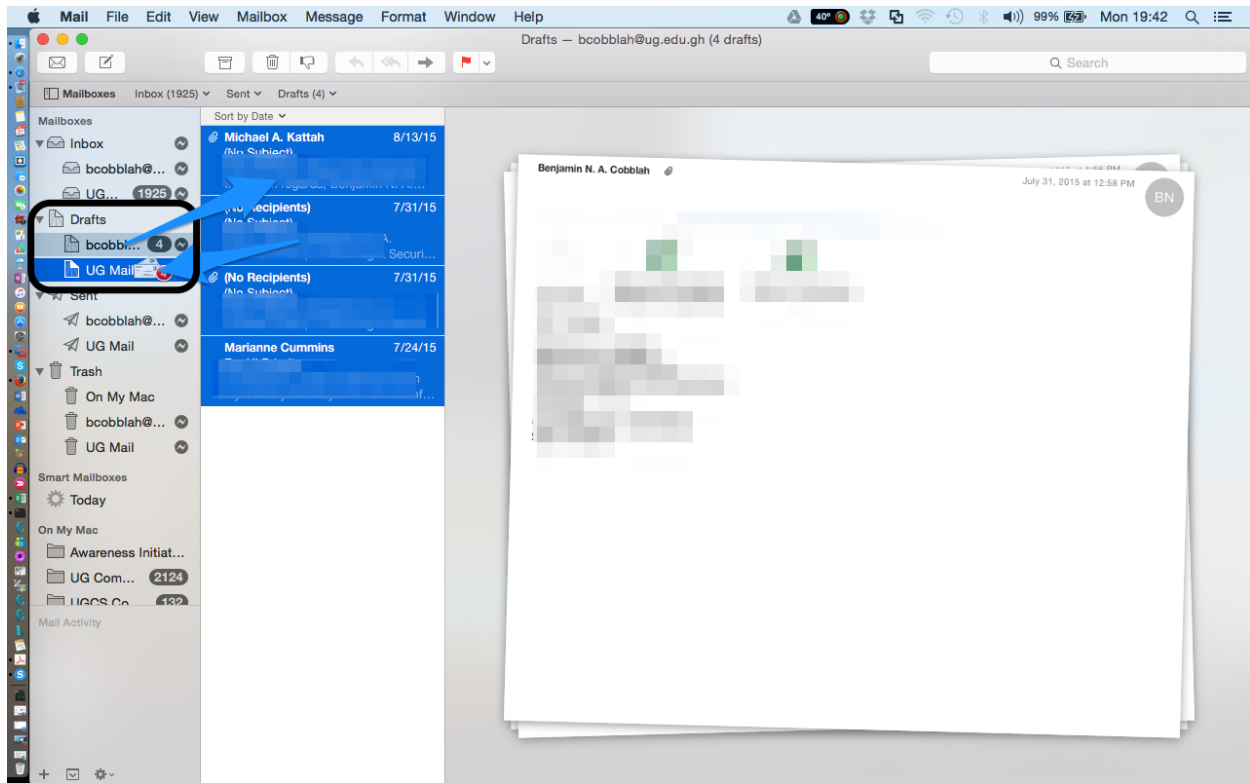

8. Click on each arrow to reveal the two accounts on each menu as shown. The MS Exchange account will have the least mail in it while the Axigen account will have the most mail in your inbox as shown below.
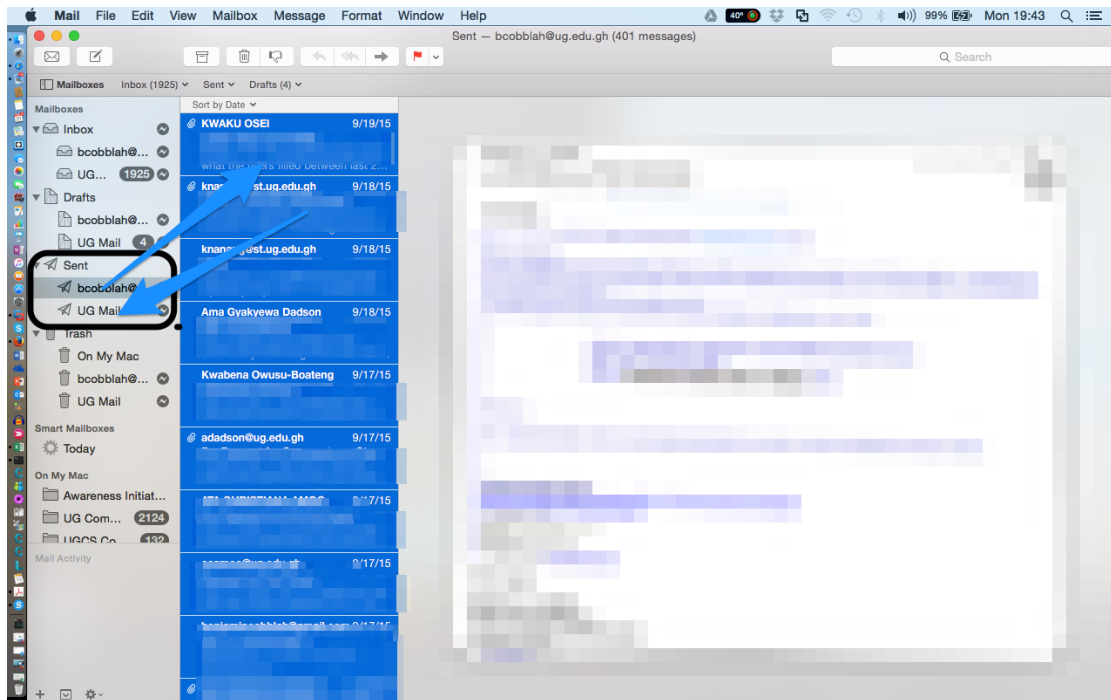
9. To migrate mails from Axigen to MS Exchange, click on the Axigen inbox, select all mails and drag it into the MS Exchange inbox as shown below.
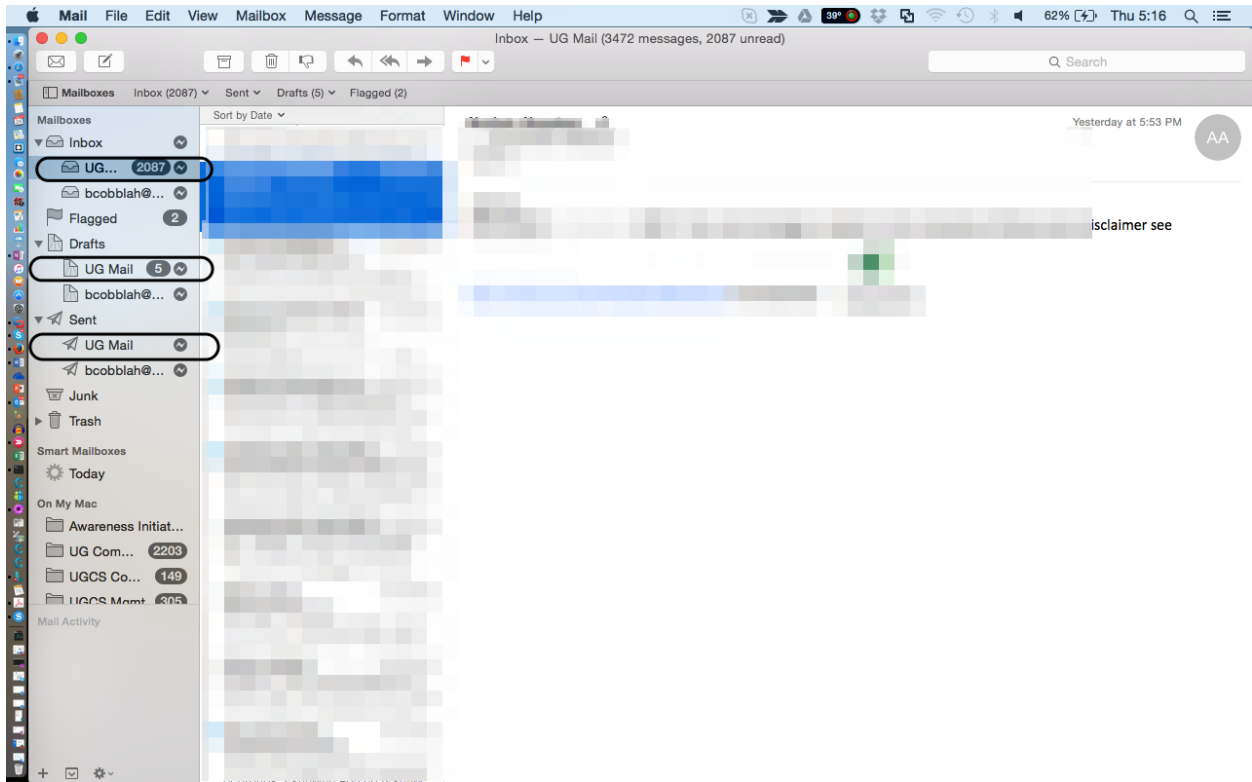
10. To migrate draft from Axigen to MS Exchange, Click on the Axigen draft, select all mails and drag it into the MS Exchange draft as shown below.
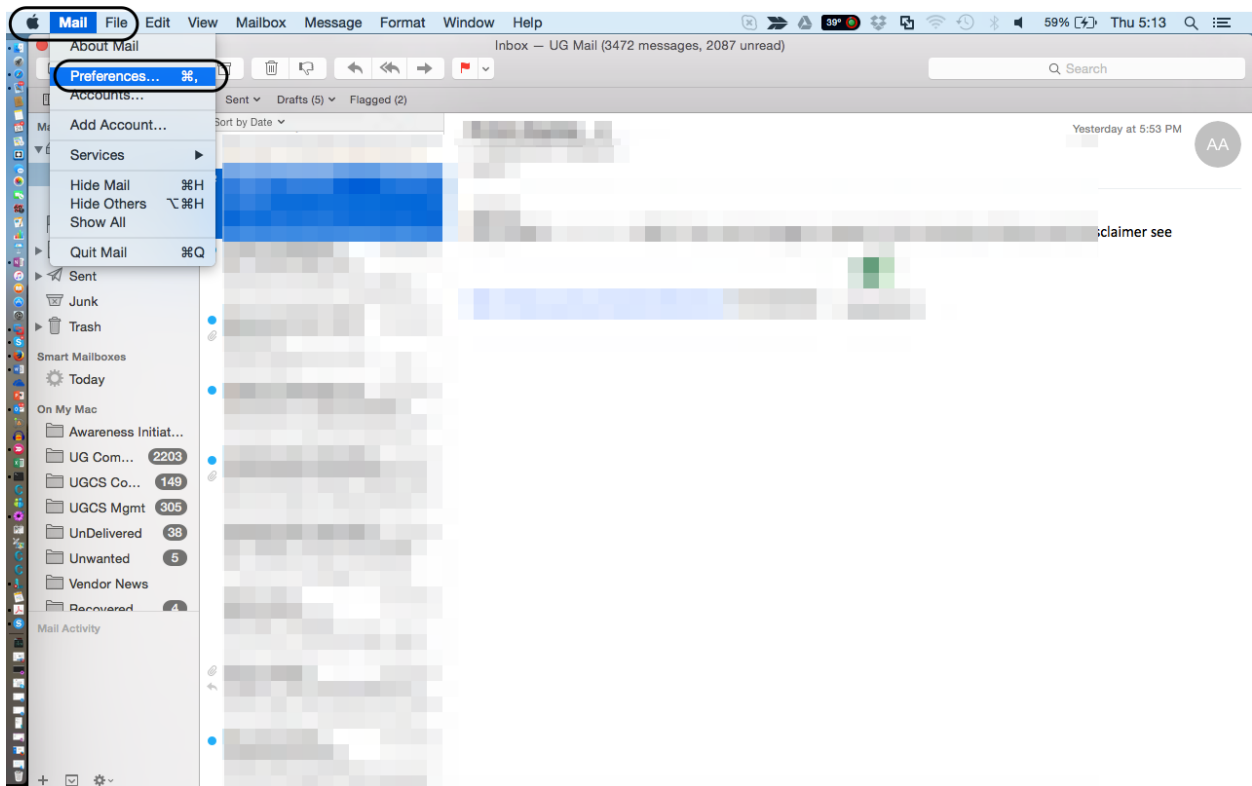

11. To migrate sent mails from Axigen to MS Exchange, Click on the Axigen "sent", select all mails and drag it into the MS Exchange "sent box"as shown below
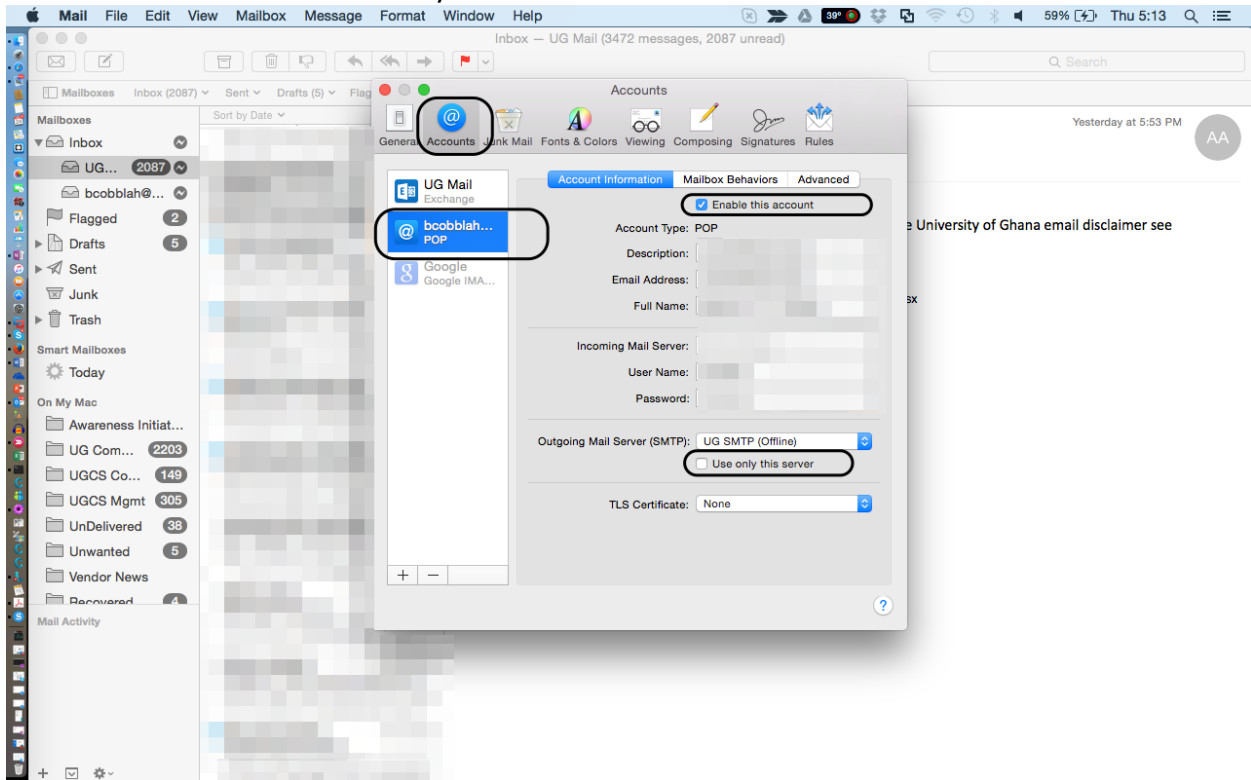
12. You will notice that the exchange mailbox has been populated with your mails as shown below. To confirm, login to your account online using a browser to verify if all your mails are synchronized in your online account.
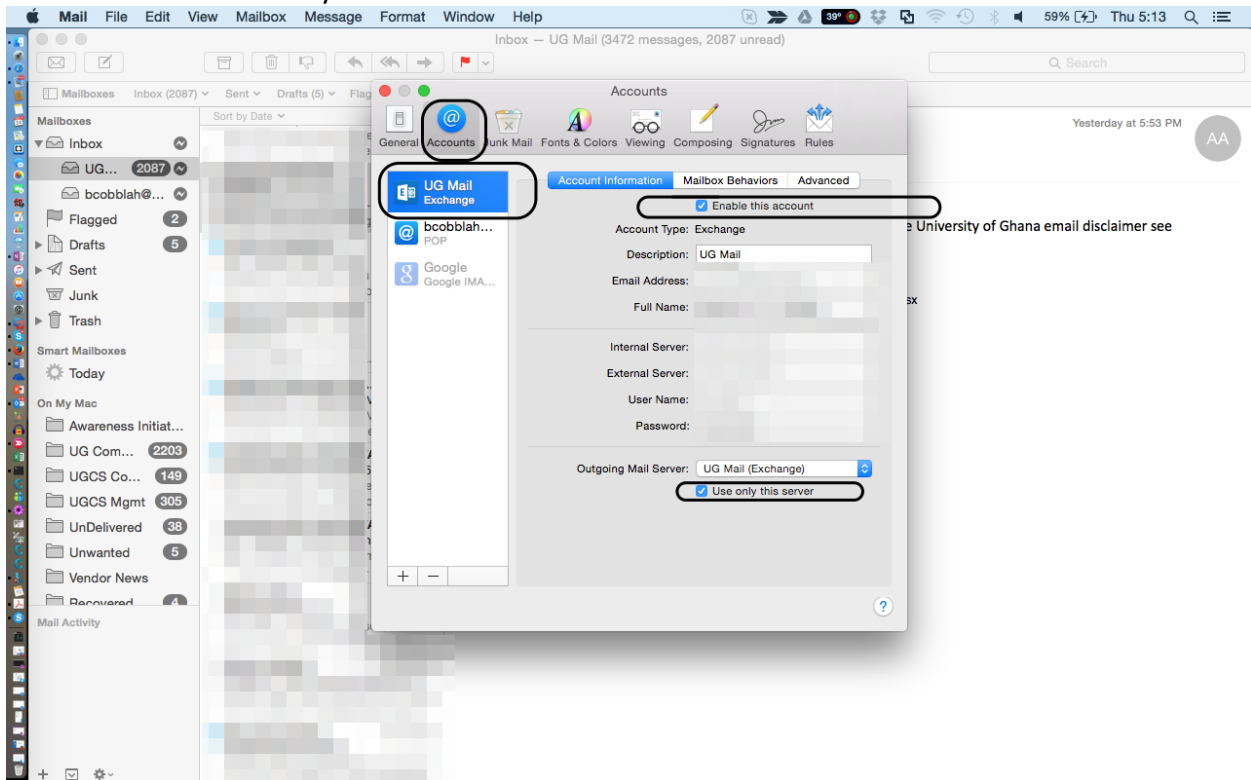**NOTE: You have to have internet connection to be successful in this configuration exercise.**

13. To be able to send from the Exchange in the MAC mail, click on mail then preferences as shown below

14. Click on account, select the Axigen account, ensure "Enable this account" check box is checked and the "Use only this server" checkbox is unchecked as shown below.

15. Click on the MS Exchange account, ensure "Enable this account" check box is checked and the "Use only this server" checkbox is also checked as shown below.

Congratulations, you have successfully configured your MS Exchange account in MAC Mail and set it to send emails from it.