

Default Program Changes for Mac Users

NOTE: The **SUBMIT** feature on forms will not work in the Preview application on Mac computers. An Adobe application must be used instead.

To set Adobe as the default PDF reader on Mac:

1. Select any PDF file. **Control-click** to open the menu, and choose **File > Get Info**.
 2. From the **Open with:** drop-down menu, select your preferred application, such as **Adobe Reader**
 3. Click **Change All** button, and in the subsequent dialog box, click **Continue**
-

NOTE: Electronically submitted forms must come from an @astate.edu email address. On a Mac you can either set Outlook as your default email reader or add your @astate.edu email address as an Exchange account on Mail.

To set Outlook as the default email reader on Mac:

You will have to set up your email in the Mail application to make these changes. When the settings are made you can remove your account from the Mail application.

1. Run the Mail application.
2. On the **Mail** menu, click **Preferences**.
3. Click the **General** tab.
4. For **Default email reader**, select **Microsoft Outlook**.

To add an Exchange account to the Mail application:

You can add as many Exchange (EWS) accounts as you want.

1. Run the Mail application.
2. On the **Mail** menu, click **Preferences**, then click **Accounts**.
3. Click the **Add** button (+) to add an account.
4. Select **Exchange** from the list of account types, then click **Continue**.
5. Enter your name, email address, and password, then click **Continue**.
6. *If Autodiscovery isn't enabled on your Exchange server, you're asked to enter your server address, then click Continue. If you don't know the server address, contact your Exchange administrator.*
7. Features such as contacts and calendars can also be used with Exchange. Select the options you want to use, then click **Continue**.
8. In earlier versions of macOS, a summary sheet appears when you complete setup. If the summary is correct, click **Create**. If you need to make changes, click **Go Back**.
9. Select "Take account online" to start using the Exchange account.