

Email Setup for Apple Mail

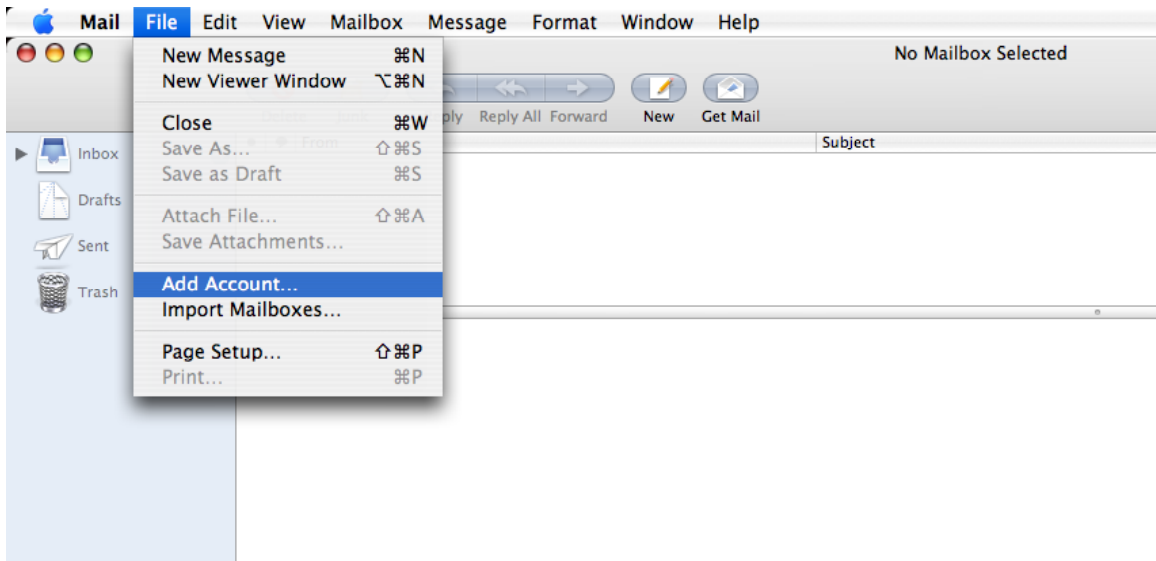


This document provides step-by-step instructions on how to set up your email account within Apple Mail.

There are two ways to add a new account: Using the “New Account” wizard or the Mail→Preferences→Accounts advanced interface. These instructions will describe how to set up an account using the “New Account” wizard.

Add Account

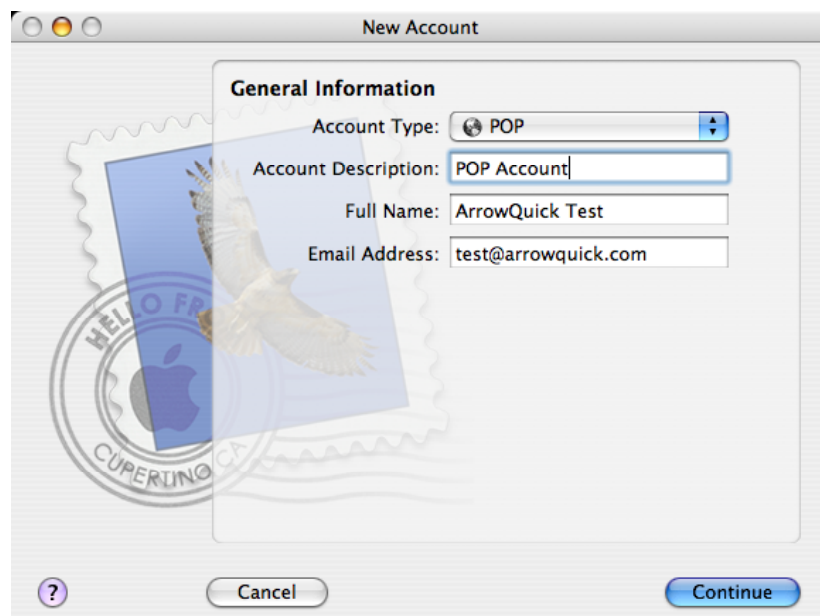
Make sure that the Mail.app program is open. Then go to File→Add Account.



General Information

Choose “POP” for the Account Type. For your own reference, type a name under “Account Description” that describes the account (such as “Work Email”). In the “Full Name” and “Email Address” fields, type the name and email address that you want people receiving your emails to see.

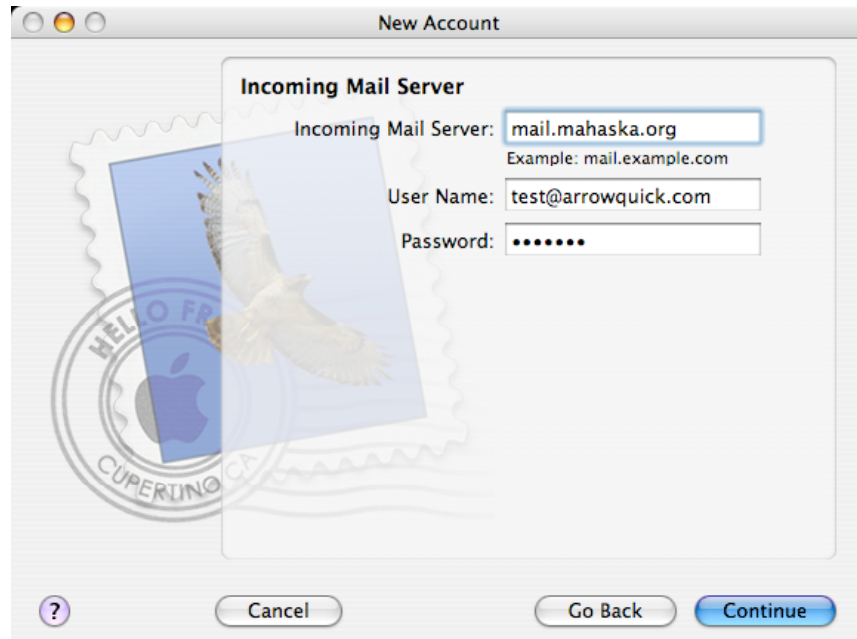
Click “Continue”.



Incoming Mail Server

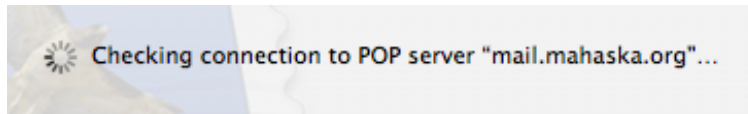
In the “Incoming Mail Server” screen, type the account information given to you by ArrowQuick Solutions. *Your user name will be your entire email address.*

Click “Continue”.



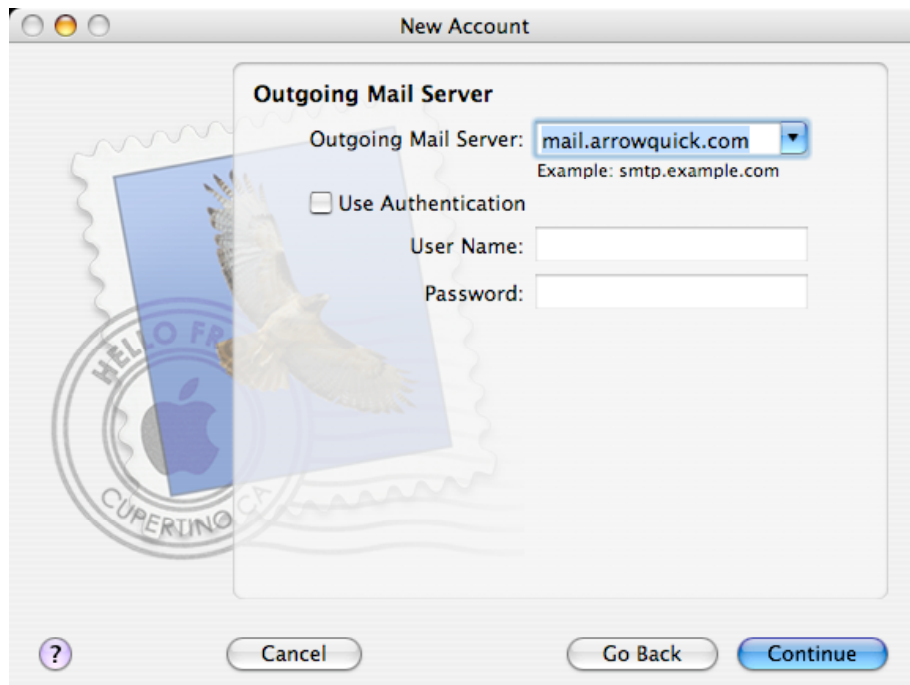
Checking

Apple Mail will then check the connection to the mail server. This may take a few minutes. If everything checks out, you will be taken to the next screen (Outgoing Mail Server). If there is an error, you will be asked to re-type your Incoming Mail Server details.



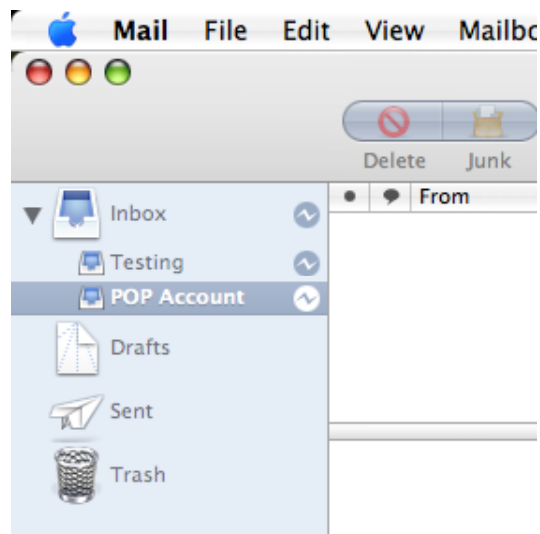
Outgoing Mail Server

The outgoing mail server information is based on your Internet service provider (ISP). Please check with the company that provides your Internet service for the information to use on this screen. Click “Continue” after you have filled in this information.



Done!

Your new account will now be displayed within your Inbox under the given name. You can access your account from File→Preferences and choosing the “Account” tab. From there you can change the server information and advanced settings.



Sending Emails

If you have multiple accounts in Mail, then you will be able to choose which account to send from when you are composing a new message.

