Apple Mail

1. Open Mail
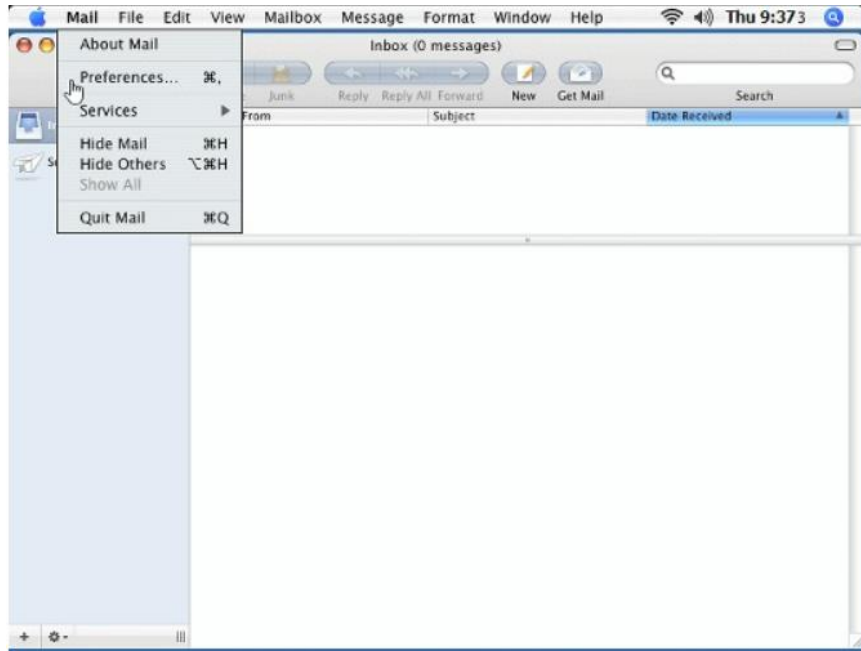2. Click "**Mail**" and select "**Preferences**"

Fig. 3-1: Opening Apple Mail Preferences

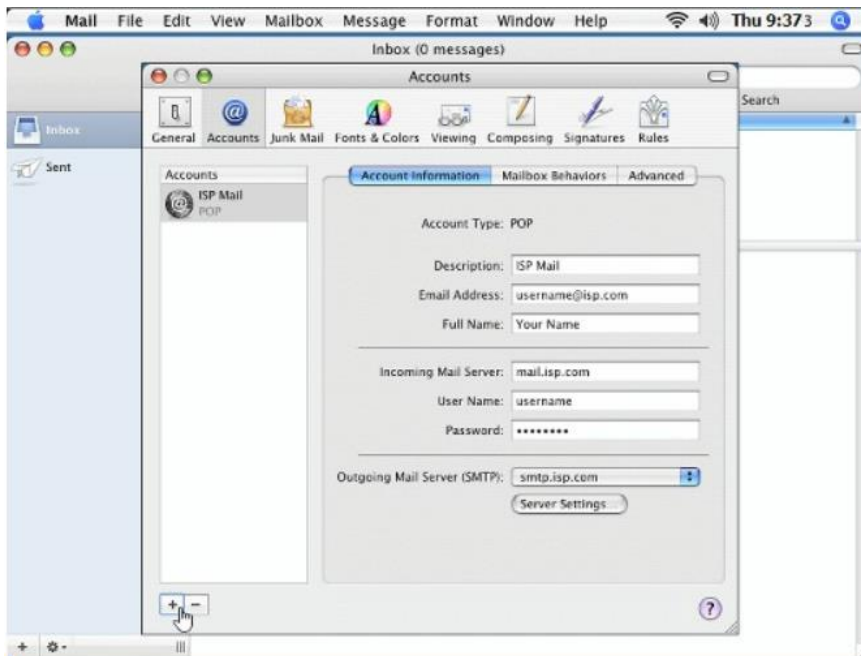3. Click "**Accounts**" and then "**+**" to add an account

Fig. 3-2: Adding an Account

4. Fill in the information for "**Account Information**"

   *Incoming and outgoing mail servers should both be "mail.(your e-mail's domain)"

   ex: an e-mail of "example@d-pcomm.net" would have a mail server of "mail.d-pcomm.net"
          an e-mail of "example@cass.net" would have a mail server of "mail.cass.net"
          an e-mail of "example@tc3net.com" would have a mail server of "mail.tc3net.com"

   *User Name should be your full e-mail address

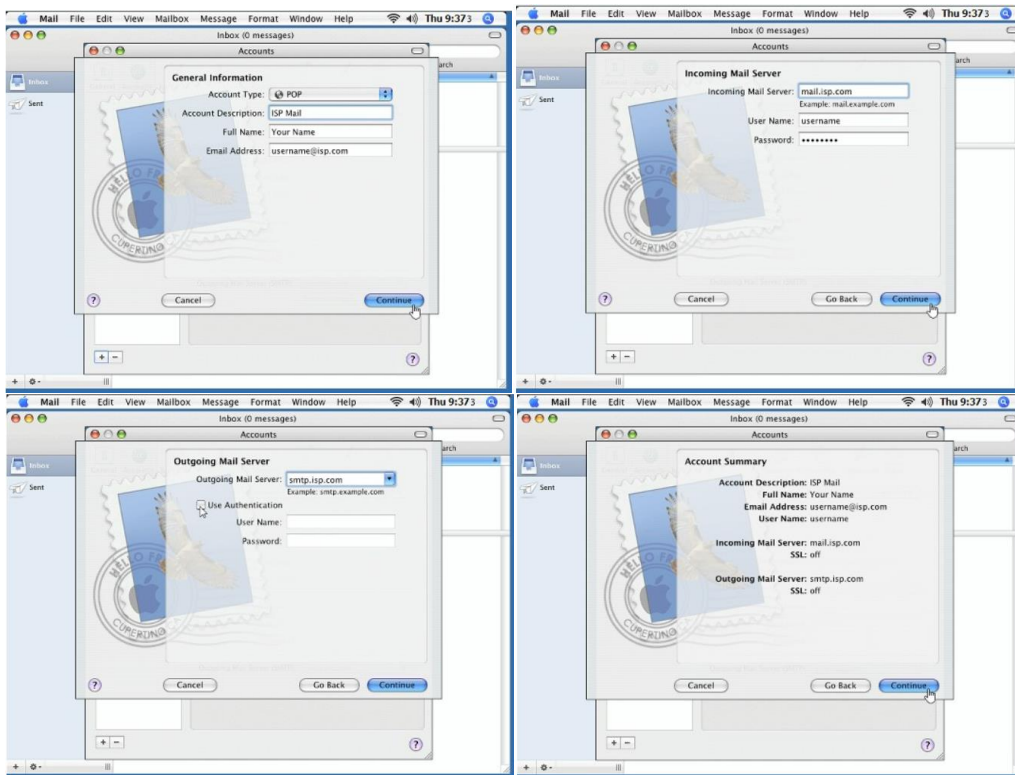   *In Outgoing Mail Server, click **"Use Authentication"** and enter your User Name and Password again

Fig. 3-3 to 3-6: Apply Server Credentials
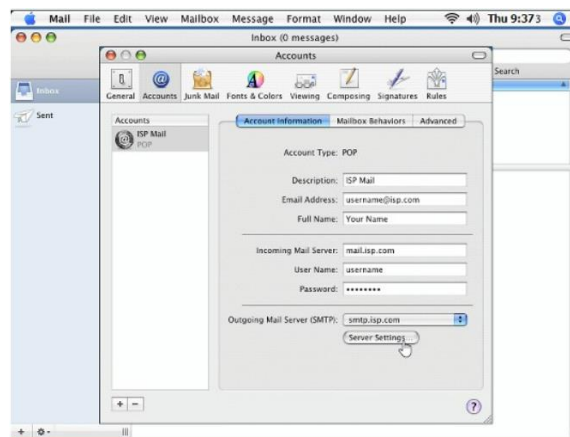
5. Click "**Server Settings…**"

Fig. 3-7: Accessing Server Settings

6. Verify the outgoing mail server is still correct
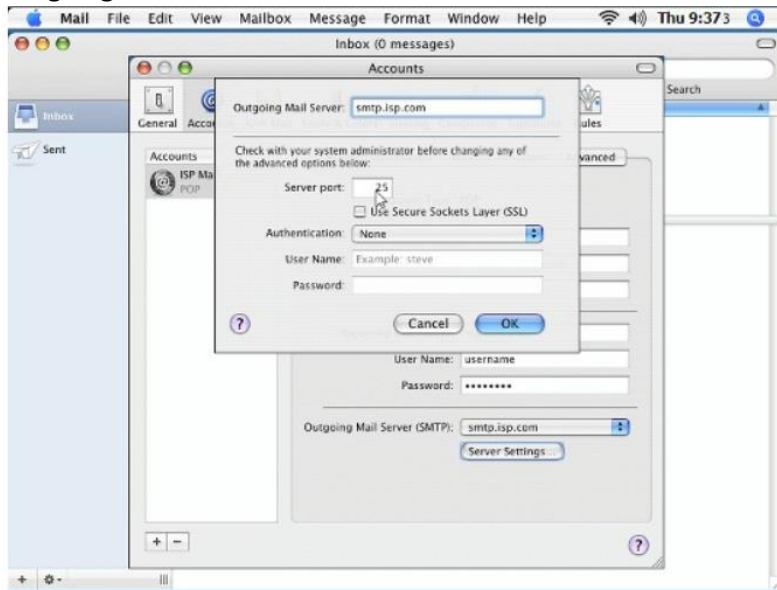7. **Outgoing Server Port should be 587**

Fig. 3-8: Changing Outgoing Server Port

8. Make sure that "**Use Secure Sockets Layer (SSL)**" is disabled
9. Authentication should be set to "**Password**" and the User Name (your full e-mail address) and password are filled in
10. Click "**OK**"
11. Click the "**Advanced**" tab and make sure that SSL is disabled on the incoming server, as well
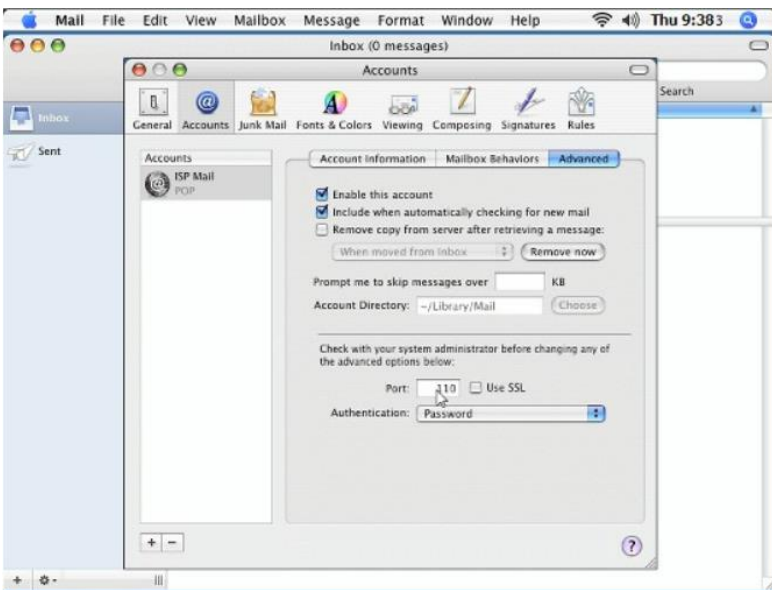

Fig. 3-9: Verifying Incoming Server Settings

12. Close the Accounts window
13. Compose and send a self-addressed e-mail to verify that Incoming and Outgoing Servers are working properly.