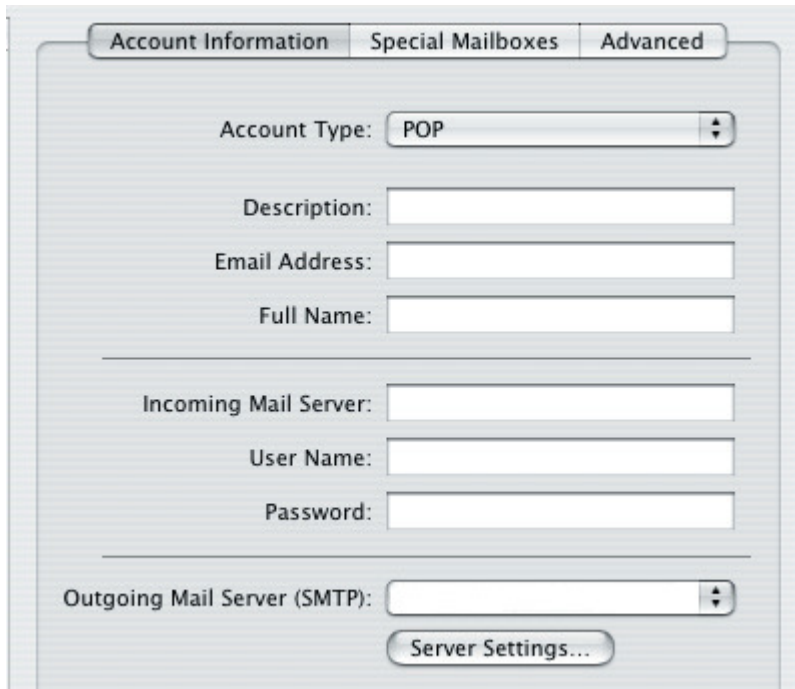


Mail (Mac)

Before you can set up your email account, you will need your **login** and **password**.

- 1.) When you load Mail, go to **Mail**→ **Preferences**. Click on the **Accounts** button. To add a new account, click on the **(+)** button.

- 2.) Set the following information on the *Account Information* tab:
 - a. Account Type: **POP**
 - b. Description: **(Optional)**
 - c. Email Address: Your **full email address (including @winexus.net)**
 - d. Full Name: **Your full name**
 - e. Incoming Mail Server: **mail.winexus.net**
 - f. User Name: **Your full email address (including @winexus.net)**
 - g. Password: **Your password**



The screenshot shows the 'Account Information' tab in the Mail (Mac) preferences window. The tab is selected, and the following fields are visible:

- Account Type: POP (dropdown menu)
- Description: (empty text field)
- Email Address: (empty text field)
- Full Name: (empty text field)
- Incoming Mail Server: (empty text field)
- User Name: (empty text field)
- Password: (empty text field)
- Outgoing Mail Server (SMTP): (empty dropdown menu)
- Server Settings... (button)

- 3.) Click on the Outgoing Mail Server (SMTP) drop down menu and select **Add Server**.
Set the following information:
- a. Outgoing Mail Server: **mail.winexus.net**
 - b. Server port: **25**
 - c. Authentication: **Password**
 - d. User Name: **Your full email address (include @winexus.net)**
 - e. Password: **Your password**



Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:

- 4.) Your email account is now set up and you should be able to send / receive without any errors.