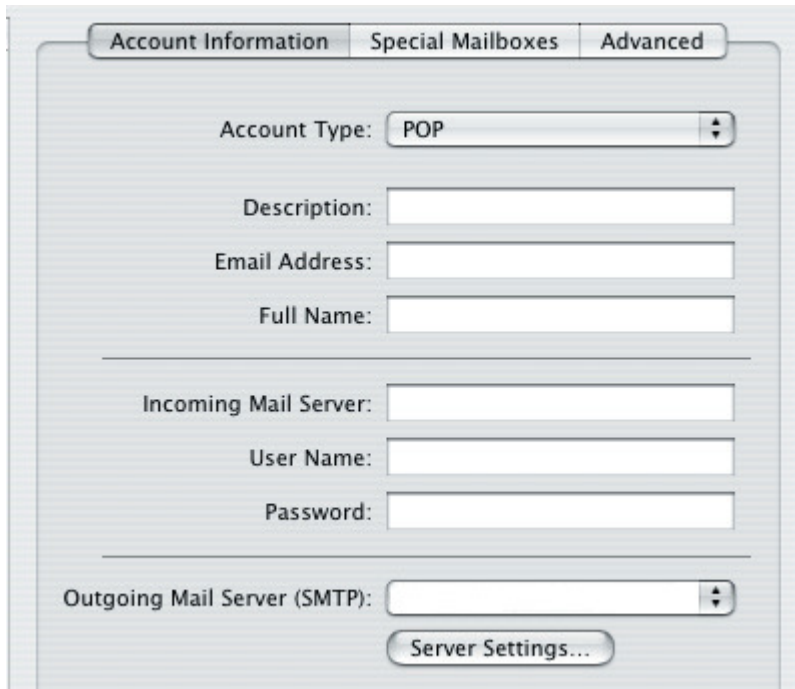


## Mail (Mac)

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 image shows a screenshot of the 'Account Information' tab in the Mail (Mac) preferences window. The window has three tabs: 'Account Information', 'Special Mailboxes', and 'Advanced'. The 'Account Information' tab is selected. The form contains the following fields and controls:

- Account Type:** A dropdown menu with 'POP' selected.
- Description:** An empty text input field.
- Email Address:** An empty text input field.
- Full Name:** An empty text input field.
- Incoming Mail Server:** An empty text input field.
- User Name:** An empty text input field.
- Password:** An empty text input field.
- Outgoing Mail Server (SMTP):** A dropdown menu.
- Server Settings...:** A button located below the SMTP dropdown.

- 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**



The screenshot shows a configuration window for an Outgoing Mail Server. At the top, there is a text input field labeled "Outgoing Mail Server:". Below this, a horizontal line separates the main configuration from advanced options. A warning message reads: "Check with your system administrator before changing any of the advanced options below:". Underneath, there are several settings: "Server port:" with a text input field; a checkbox labeled "Use Secure Sockets Layer (SSL)" which is currently unchecked; "Authentication:" with a dropdown menu showing "Password"; "User Name:" with a text input field; and "Password:" with a text input field containing eight dots.

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