

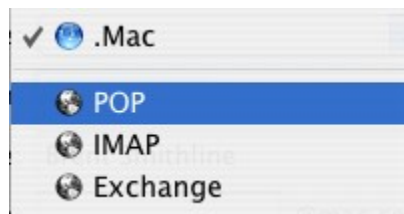
How to setup your Apple OS X eMail program



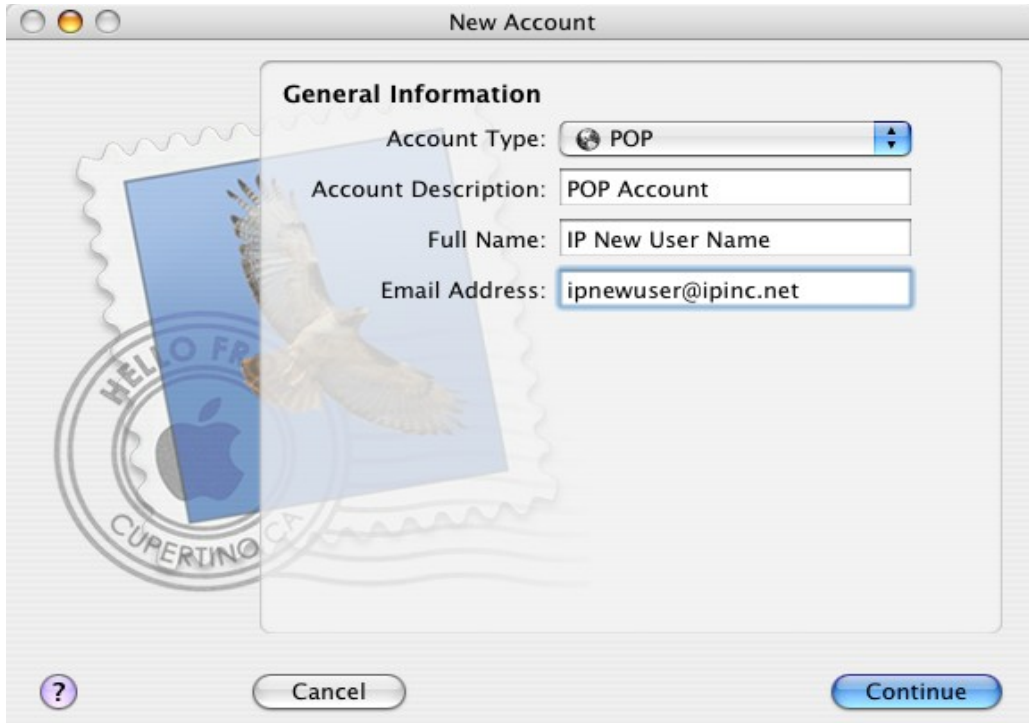
The first time you start the eMail program from the “Dock” at the bottom of the screen you will see this screen.



On the next page choose “POP” as the type from the drop down.



Next enter the name you wish to have show up as the “From” to the person you are sending the eMail under “Full Name” [i.e. John Smith], and your “Email Address” [i.e. John_Smith@ipinc.net] . Note make the case of each the way you want to as eMail addresses are not case sensitive.

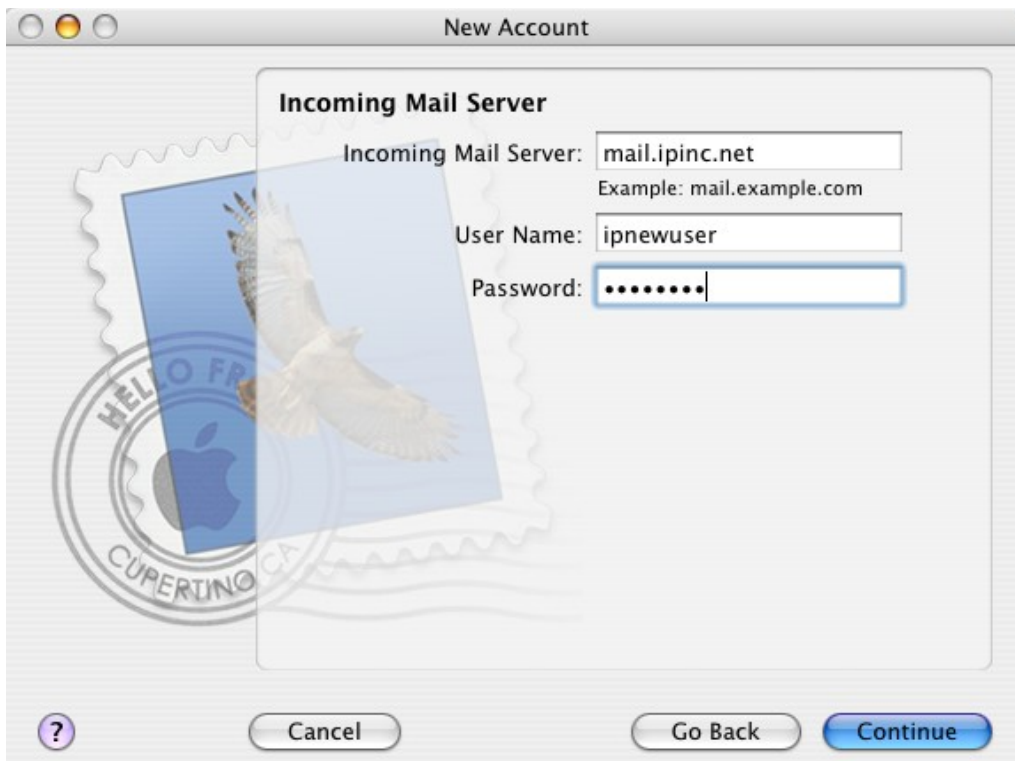


The screenshot shows a window titled "New Account" with a "General Information" section. The background features a postage stamp with an eagle and the text "HELLO FROM CUPERTINO CA" and the Apple logo. The form fields are as follows:

Account Type:	POP
Account Description:	POP Account
Full Name:	IP New User Name
Email Address:	ipnewuser@ipinc.net

At the bottom of the window, there is a question mark icon, a "Cancel" button, and a "Continue" button.

Now enter the “Incoming Mail Server” information.



The screenshot shows the same "New Account" window, but with the "Incoming Mail Server" section active. The background is the same as the previous screenshot. The form fields are as follows:

Incoming Mail Server:	mail.ipinc.net
Example:	mail.example.com
User Name:	ipnewuser
Password:

At the bottom of the window, there is a question mark icon, a "Cancel" button, a "Go Back" button, and a "Continue" button.

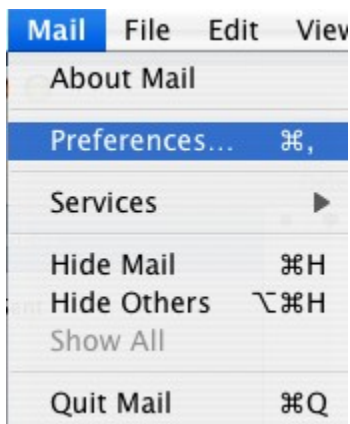
Now enter the “Outgoing Mail Server” information. Note please review your “User Information” you received as to how this is setup, or contact us. New accounts should use “atlas.ipinc.net” as the “Outgoing Mail Server” with “Use Authentication” with the same “User Name”, and “Password” as the “Incoming Mail Server”. Old account may still use “mail.ipinc.net”.



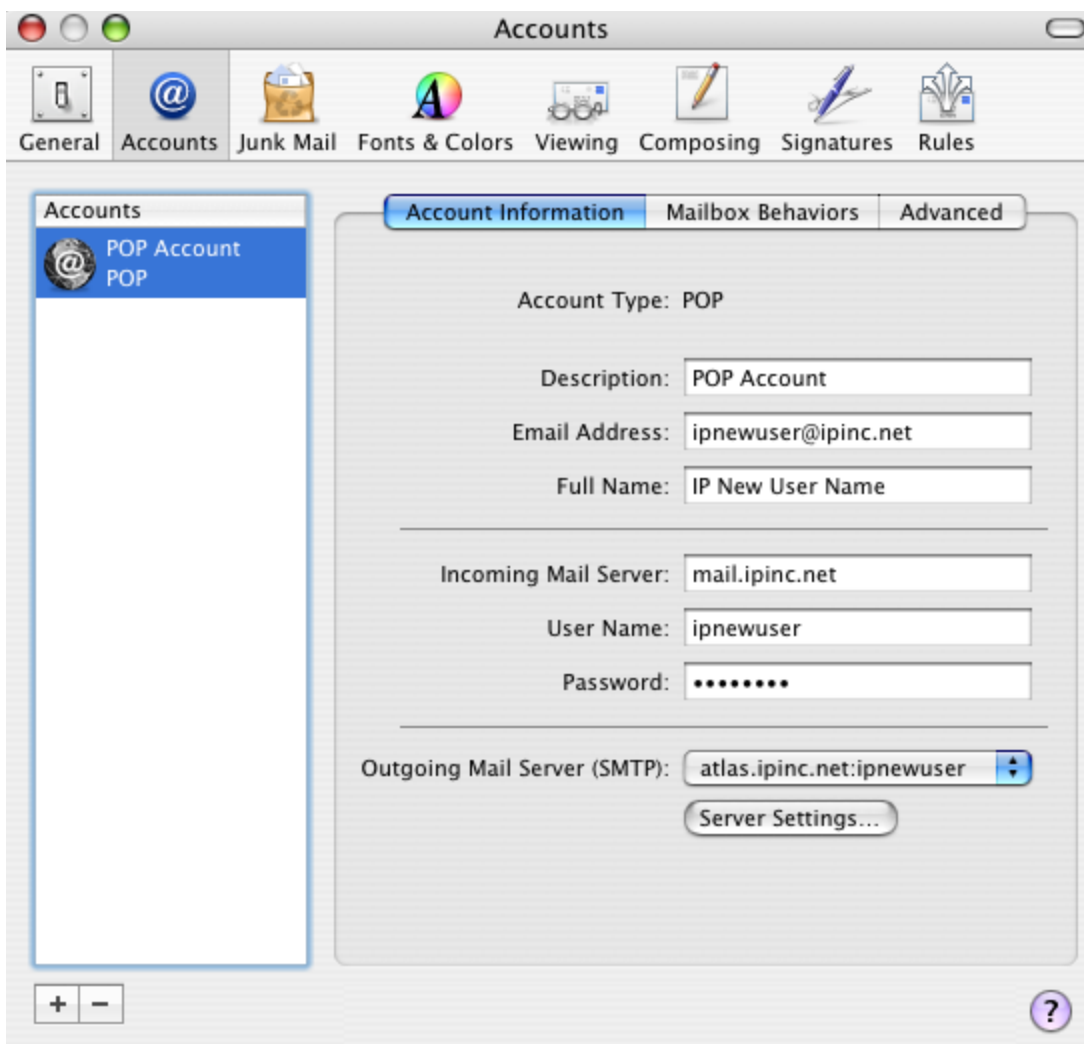
Next you will be shown the “Account Summary”



Now if your “Outgoing Mail Server” is “atlas.ipinc.net” then you may wish to make the following changes. If you have a laptop you should make the following changes. With the eMail program open click “Mail”, “Preferences”.



On the “Accounts” page click the “Server Settings....” button.



Now change “Server port” to 587, and enter the “Password” again.



The image shows a configuration window for an outgoing mail server. At the top, the "Outgoing Mail Server" is set to "atlas.ipinc.net". Below this, a warning message reads: "Check with your system administrator before changing any of the advanced options below:". The "Server port" is set to "587" and is highlighted with a blue box. There is an unchecked checkbox for "Use Secure Sockets Layer (SSL)". The "Authentication" dropdown menu is set to "Password". The "User Name" is "ipnewuser" and the "Password" field contains seven dots. At the bottom, there are "Cancel" and "OK" buttons, and a help icon (a question mark in a circle) on the left.

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