



**MOOSE**  
COMMUNICATIONS

# An Easy Guide to Setting up your Email...



## Mac Mail

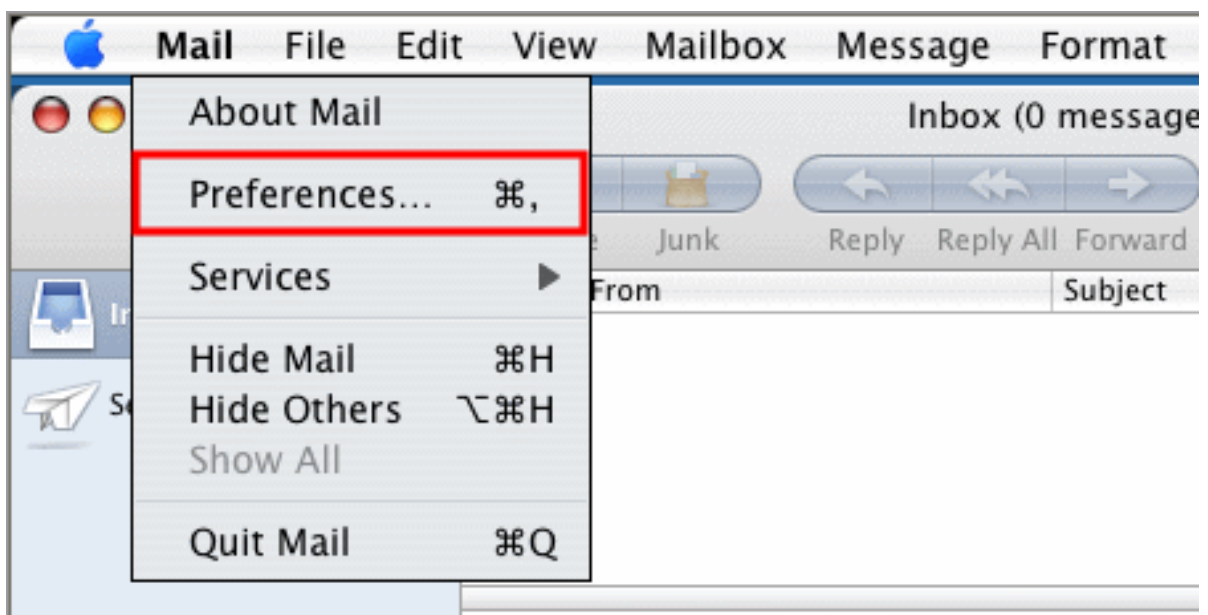
# Mac Mail

Follow this guide to collect email using Mac Mail 2.

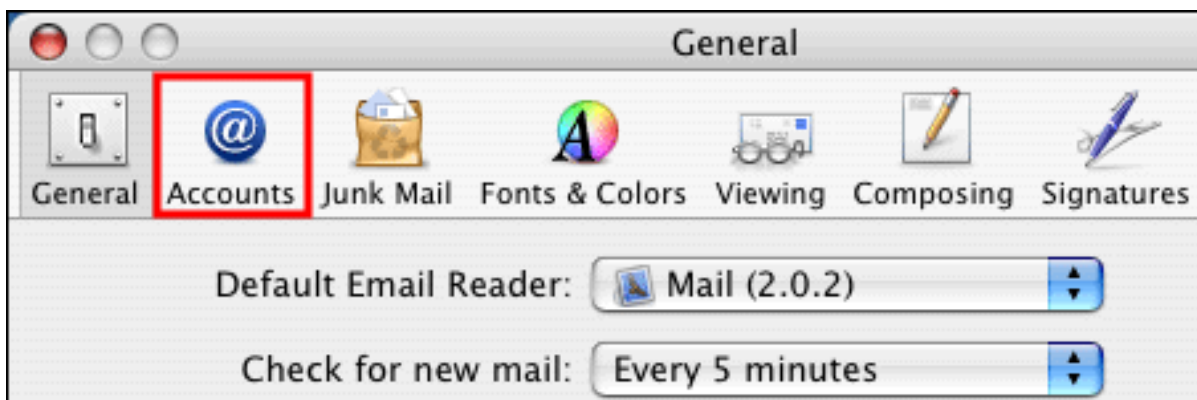
## 1) Run Mail.

If you are doing so for the first time, you will be prompted to create an account.  
(Continue to Step 4)

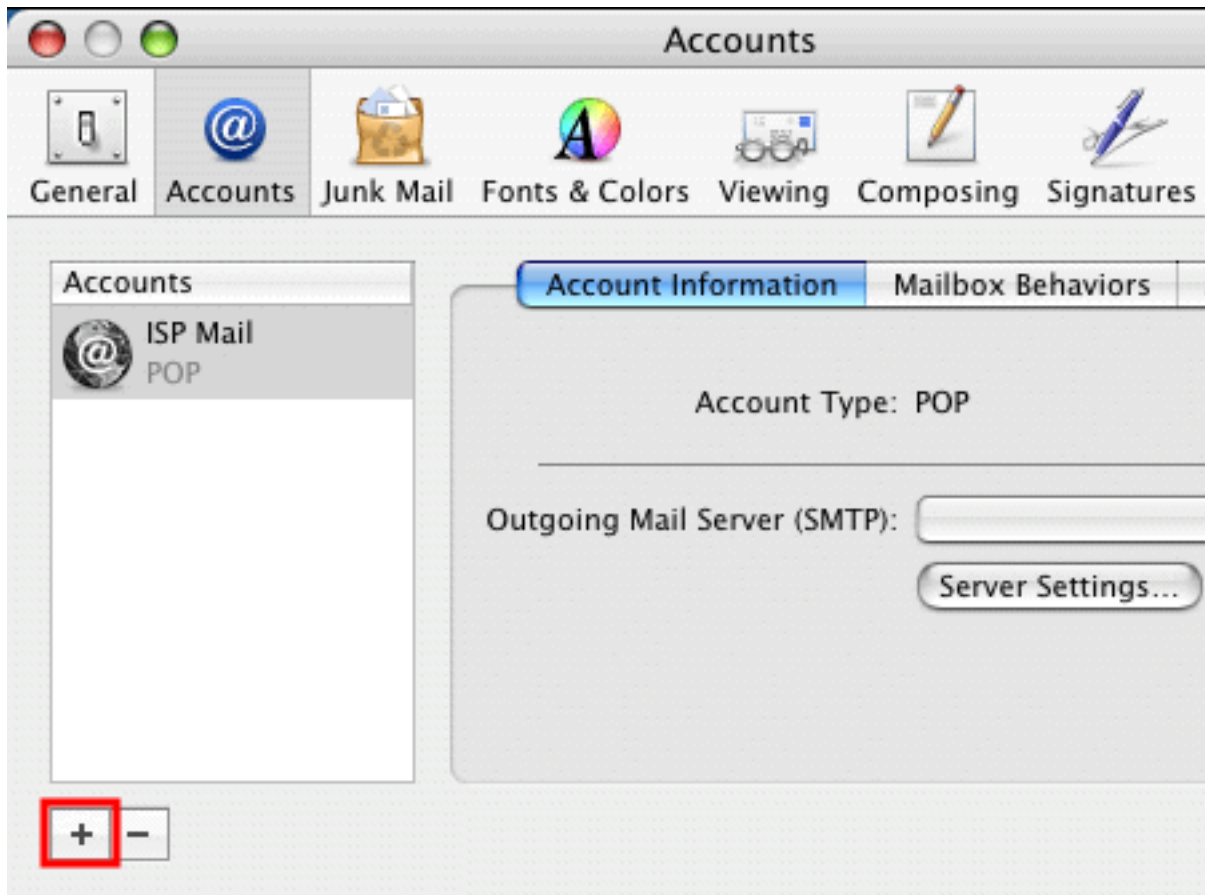
If you are simply adding a new account, click the Mail menu then click Preferences



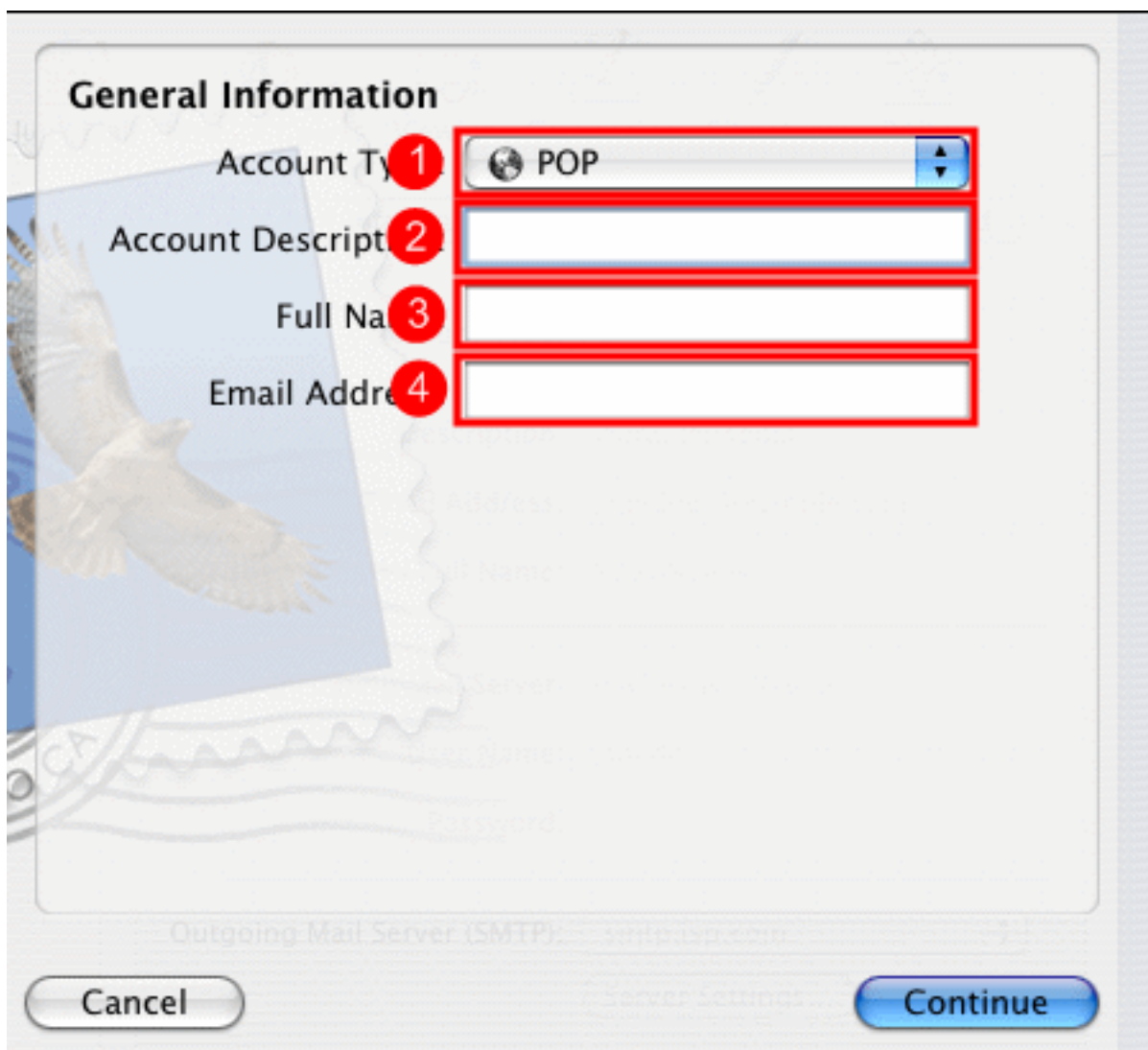
## 2) Click the Accounts tab:



3) Click the + button:



4) Enter your information as follows:



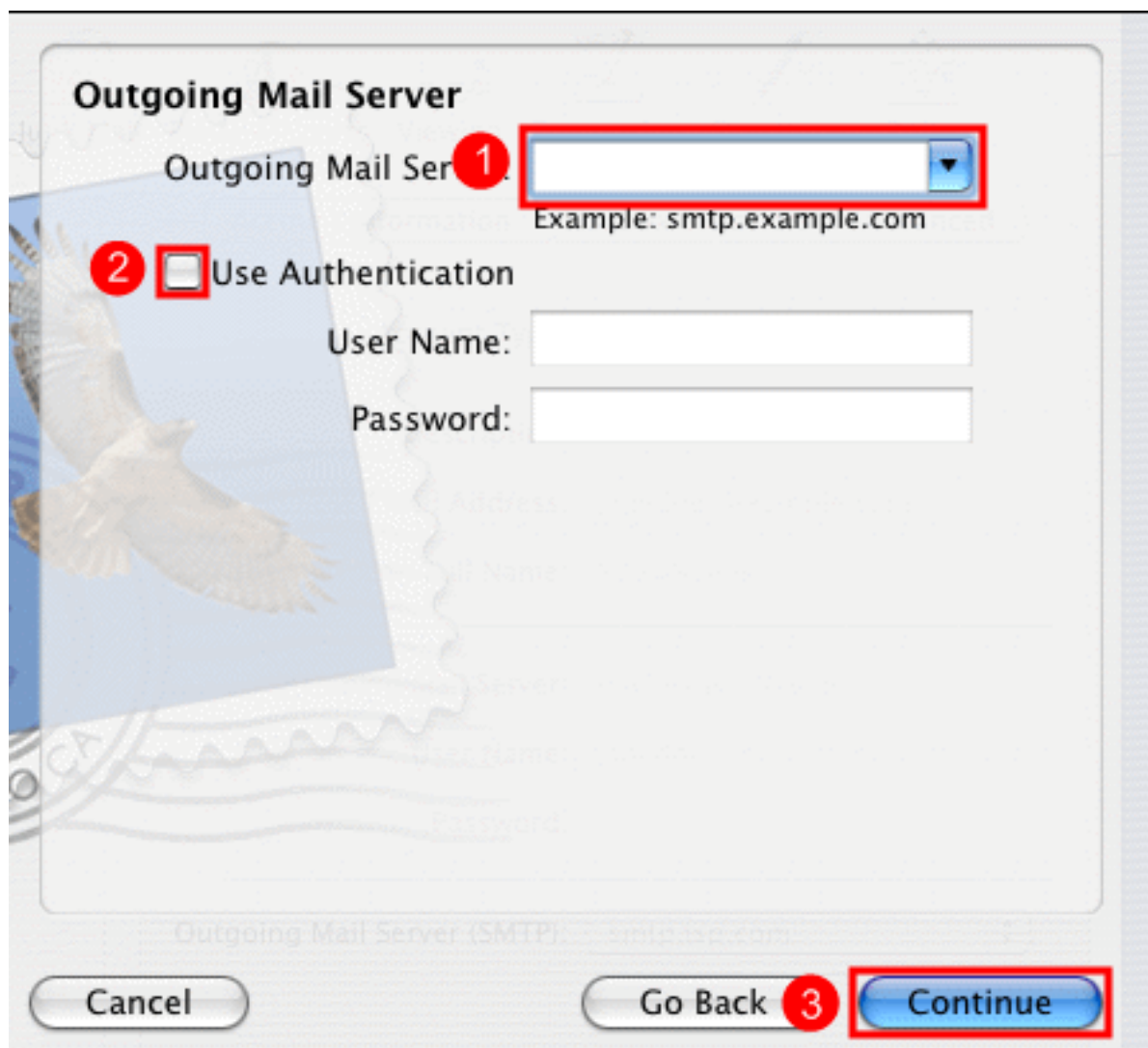
1. Select either POP or IMAP from the dropdown list.
2. Enter a description for the account you are creating. This is displayed within Mac Mail to help you identify the account in future.
3. Enter the name to show next to your email address when sending email.
4. Enter the email address for the account you are setting up.
5. Click **Continue**.

- 5) Enter information for the Incoming Mail Server as follows:

The screenshot shows the 'Incoming Mail Server' configuration window. It features three input fields, each highlighted with a red box and a red circle containing a number: 1 for the Incoming Mail Server field (with the example 'mail.example.com' below it), 2 for the User Name field (with the example 'username' below it), and 3 for the Password field (with a masked password '.....' below it). At the bottom, there are three buttons: 'Cancel', 'Go Back' (with a red circle '4'), and 'Continue' (which is highlighted in blue).

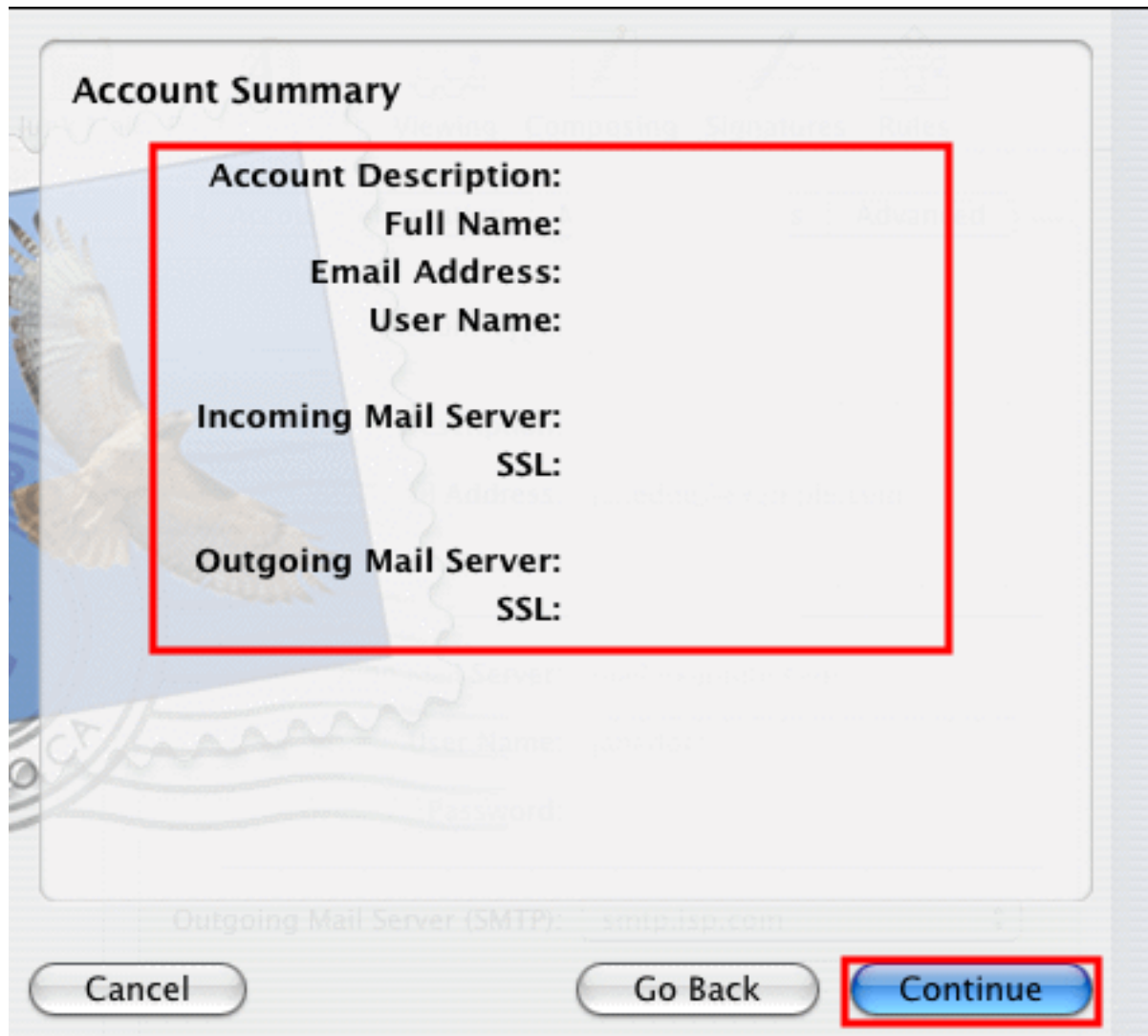
1. Enter the incoming server name. For POP3, this is mail.plus.net, for IMAP this is imap.plus.net.
2. Enter your username. For the default mailbox, this is your username. For any additional mailboxes, the username is in the format username+mailbox. For example, if your login name is website and your mailbox is called fred, the username would be website+fred.
3. Enter the password associated with this mail account.
4. Click **Continue**.

6) Enter information for the Outgoing Mail Server as follows:



1. Enter the outgoing server name, which is relay.plus.net.
2. Make sure the Use Authentication option is unticked.
3. Click **Continue**.

- 7) You will now see a summary of the account information you have entered. Check that everything has been typed in correctly and click Continue. Click Go Back if you need to change any of the settings:



- 8) You have now completed the setup. If you need to set up another account, click the Create Another Account button and follow the instructions again from Step 4, or click Done to return to the Preferences screen:

