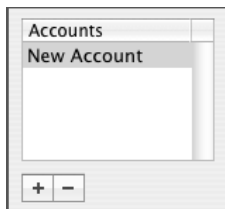


Setting up Mac Mail

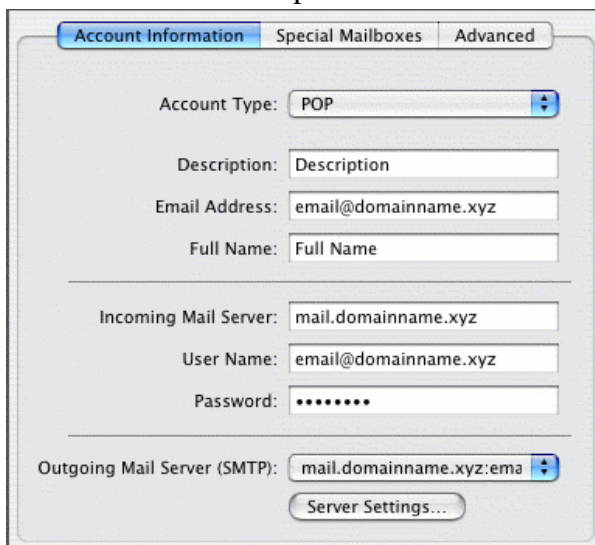
1. In Mac Mail, go to the **Mail** menu and click on **Preferences**



2. Click the **Accounts** icon in the Mail Preferences window
3. Click + to create a new account



4. Select **POP** from the drop down menu
5. Enter your email information
 - a. **Description:** a description of the mail account
 - b. **Email Address:** the email address the messages will be sent from
 - c. **Full Name:** enter your full name
 - d. **Incoming Mail server (POP3):** pop3.pathwayz.com
 - e. **User Name:** the beginning of your email address (ex. Email address = user@pathwayz.com username = user)
 - f. **Password:** the password for the email address



6. From the **Outgoing Mail Server** dropdown select **Add Server**

7. Enter the Outgoing Mail server information:
 - a. **Outgoing Mail Server:** smtp.pathwayz.com
 - b. **Server Port:** 25
 - c. **Authentication:** NONE
 - d. **User Name:** Leave blank
 - e. **Password:** Leave blank

SMTP Server Options

Outgoing Mail Server: mail.domainname.xyz

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

Server port: 25

Use Secure Sockets Layer (SSL)

Authentication: Password

User Name: email@domainname.xyz

Password:

? Cancel OK

8. Click **Ok**