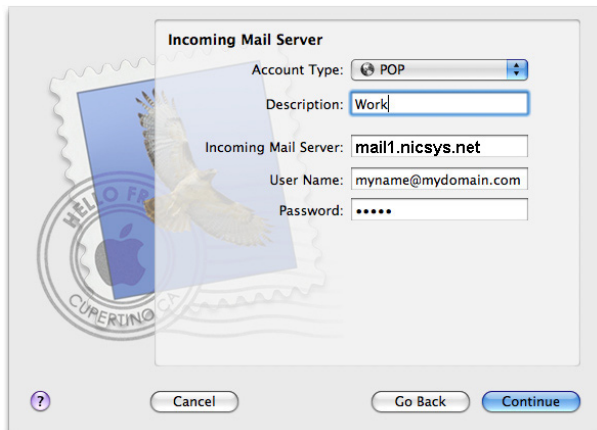


Setting Up Mac[®] Mail (Based on version 3.3 for Mac OS 10.5.4 Leopard)

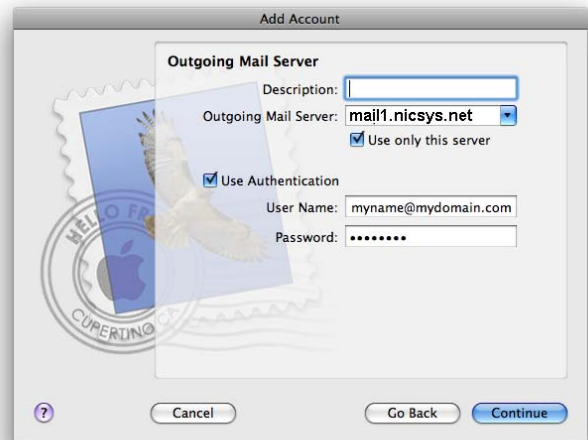
Setting Up an POP3 Email Account

1. Open Mac Mail. If this is the first time that it has been used, it will start an email Setup Assistant. Otherwise, the new account Setup Assistant can be started by selecting **File / Add Account...** at the top of the screen.
2. Enter the following information:
 - Full Name — Enter your first and last name. This is the name that will appear in the **From** field of messages you send, right ahead of your email address. A company name can also be used, if you prefer.
 - Email Address — Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
 - Password — Enter the password for this email address.
3. Click the **Continue** button to proceed to the next window.
4. Under Incoming Mail Server, do the following:



- Account Type — Choose POP from the drop-down menu.
- Description — Enter a phrase that will help you identify this account, such as Home, Work, and so forth.
- Incoming Mail Server — Enter the POP server name: *mail1.nicsys.net*
- User Name — Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Password — This field should be populated with the password from the first screen. If not, enter the password for this email address.

5. Click the **Continue** button to proceed to the next window.
6. Mac Mail will now verify your address to make sure the settings are correct. If there's an error, recheck your information.
7. On the Incoming Mail Security page, leave Authentication as "Password."
8. Click the **Continue** button to proceed to the next window.
9. Under Outgoing Mail Server, enter the following information:



- Description — This entry is optional. Use a phrase that will help you identify this account, such as Home, Work, and so forth.
 - Outgoing Mail Server — Enter the outgoing (SMTP) server: *mail1.nicsys.net*
 - Click the **Use Authentication** checkbox.
 - User Name — Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
 - Password — Enter the password for your email account.
10. Click the **Continue** button to proceed to the next window.