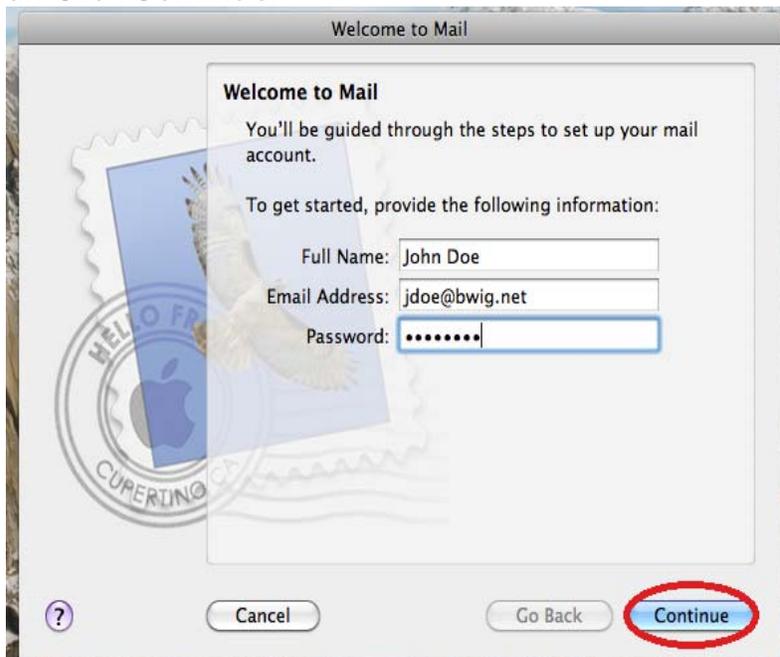


Setting up Mac Mail in Mac OS X

1. First, make sure you are currently connected to the internet. Then from your desktop, Click on the **Mail** Icon located in the dock to open Mac Mail.



2. If you have not setup Mac Mail previously, a setup window will appear. Enter the following information:
 - a. **Full Name** – Enter your First and Last name.
 - b. **Email Address** – Enter your full BWIG email address
 - c. **Password** – Enter the password for your BWIG email account
 - d. Click **Continue**.



3. The security box displayed below might appear. If it does, click **Connect** to proceed.



4. Enter the **Incoming Mail Server** setting's as follows:

- a. **Account Type** – POP
- b. **Description** – Bwig
- c. **Incoming Mail Server:** mail.bwig.net
- d. **User Name:** Enter your email username. Example: If my email address is jdoe@bwig.net, my username will be jdoe.
- e. **Password** - Enter the password for your BWIG email account.
- f. Click **Continue**



5. Enter the **Outgoing Mail Server** setting's as follows:
 - a. **Description** – Bwig
 - b. **Outgoing Mail Server** – mail.bwig.net
 - c. Place a **checkmark** in the “*Use only this server*” box.
 - d. Place a **checkmark** in the “*Use Authentication*” box.
 - e. **User Name** – Enter your email username. Example: If my email address is jdoe@bwig.net, my username will be jdoe.
 - f. **Password** - Enter the password for your BWIG email account.
 - g. Click **Continue**.



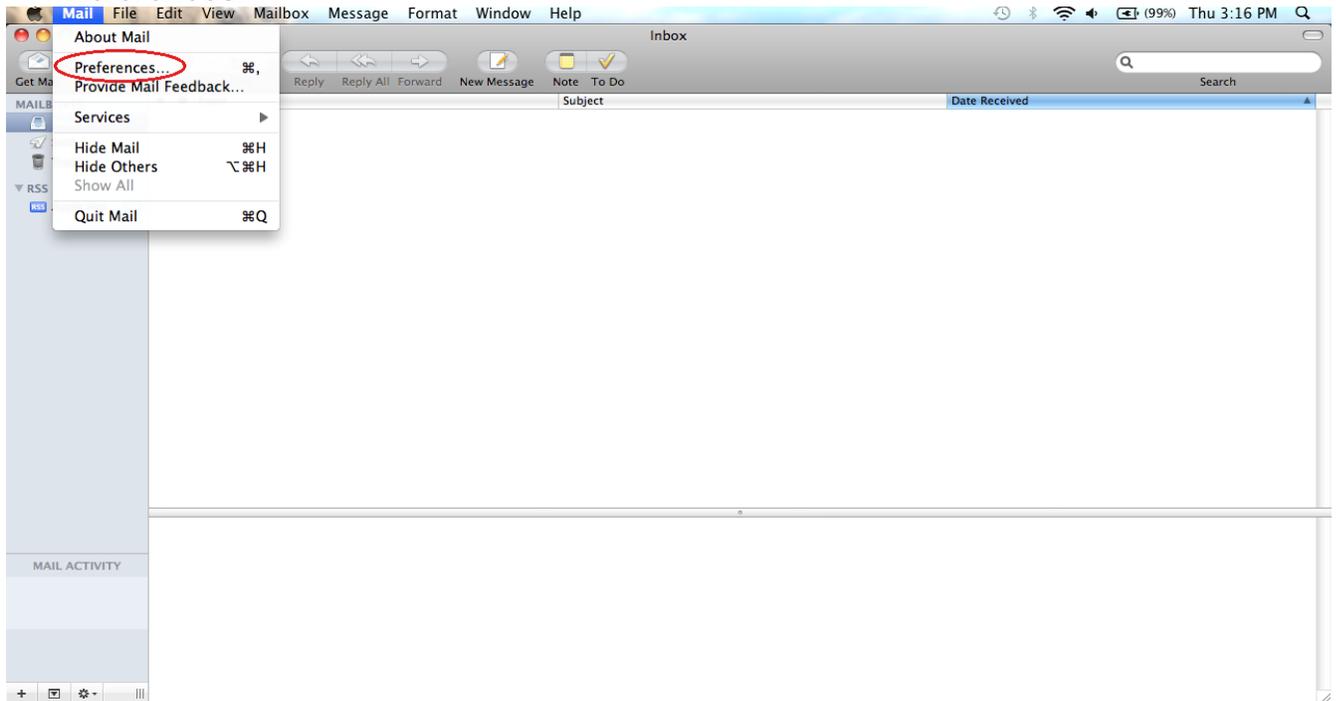
6. The check box should be **unchecked** for the “*Use Secure Sockets Layer SSL*” setting and **Authentication** should be set to **None**. Click **Continue**.



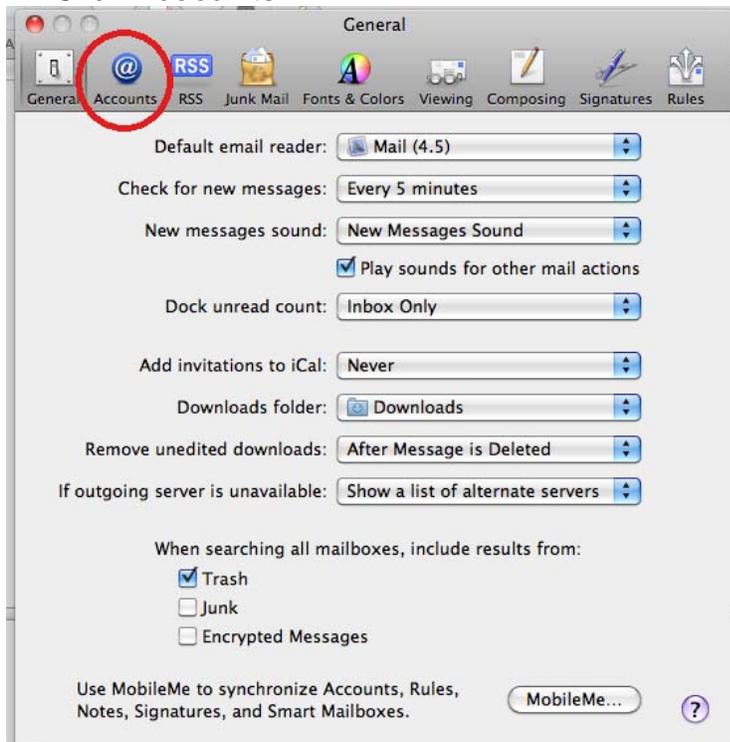
Mail Preferences

By default, Mac OS X Mail deletes messages from the server one week after they have been downloaded into Mail. You may want to change this setting depending on the volume of messages you receive. If you wish to change the period of time the messages are left on the server, follow the steps below.

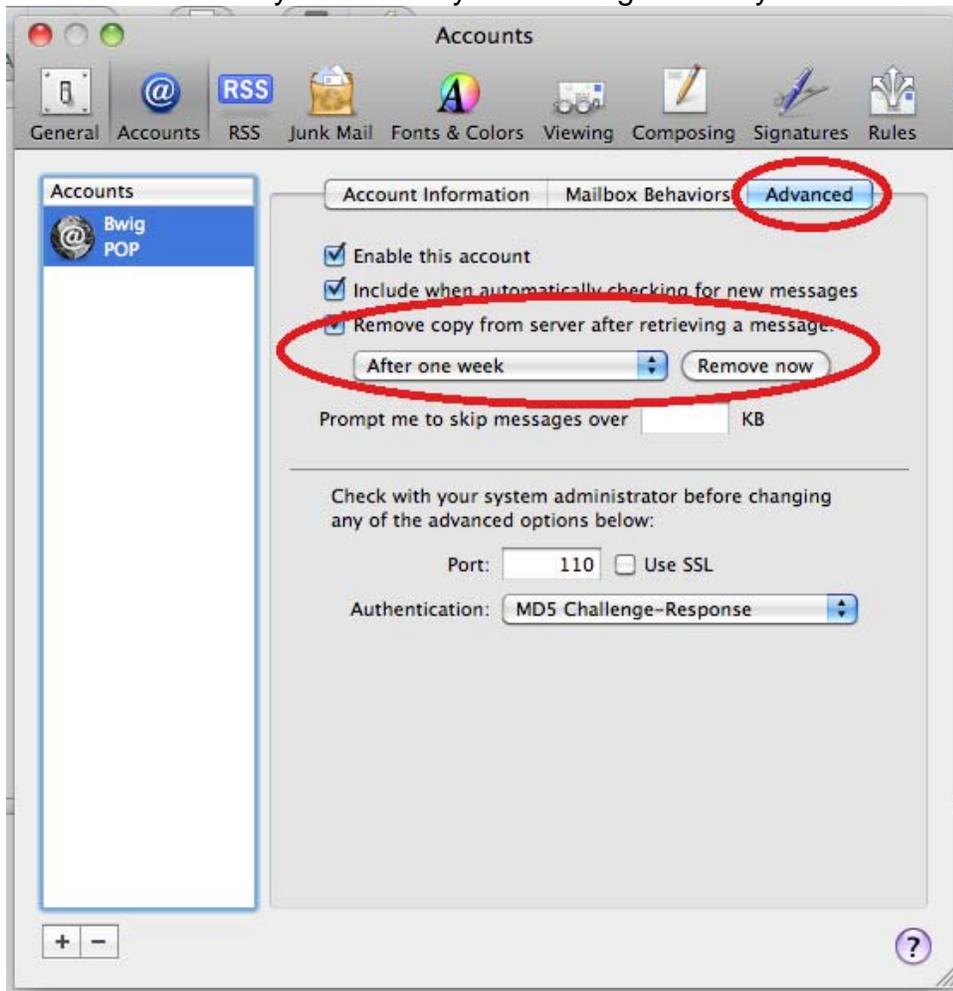
1. Click **Mail** in the upper left corner of your screen. From the drop menu, select **Preferences**.



2. Click **Accounts**.



3. Select the tab labeled **Advanced**. Make sure there is a **checkmark** in the box next to “Remove copy from server after retrieving a message”. In the drop down box, select the amount of time you wish for your messages to stay on the server.



4. Click the **red button** in the upper left hand corner of the Accounts window to **Save** your settings. Your preferences have now been set for your account.