Setting up Mac Mail in Mac OS X

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.
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Image: Provide the internet in the second s



- 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**.

	Welcom	e to Mail
	Welcome to Mail You'll be guided th account. To get started, pro Full Name: Email Address: Password:	hrough the steps to set up your mail ovide the following information: John Doe jdoe@bwig.net
?	Cancel	Go Back 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**

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- 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*.

	Welcome to Ma	il
	Outgoing Mail Server	
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6. The check box should be **unchecked** for the "Use Secure Sockets Layer SSL" setting and **Authentication** should be set to **None**. Click **Continue**.

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?	Cancel	Go Back	Continue

7. Verify the account settings are correct on the Account Summary page. **Check** the box next to *"Take Account Online"*. Click **Continue**.



8. Your Mac Mail inbox will now appear on your screen. This indicates that your account has been successfully setup. You are now able to send and receive messages using Mail.



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.

000	Accounts
General Accounts RSS	Junk Mail Fonts & Colors Viewing Composing Signatures Rules
Accounts Bwig POP	Account Information Mailbox Behaviors Advanced
	Check with your system administrator before changing any of the advanced options below: Port: 110 Use SSL Authentication: MD5 Challenge-Response
+ -	?

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.