Mail

Setting up Mail for Mac OS 10.0 – 10.1.5

This is the opening screen for Mail.app under Mac OS 10.0 – 10.1.5. You will only get this window displayed if the computer has never been set-up for E-mail access.

If the computer has been configured for E-mail in the past, click on the *MAIL* menu and choose *PREFERENCES*.
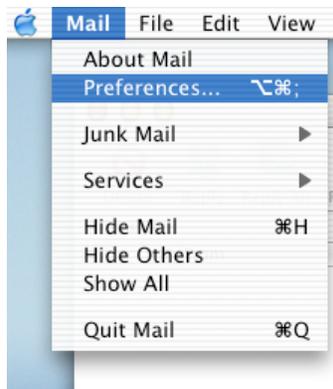
Then click on the *ADD ACCOUNT* button.
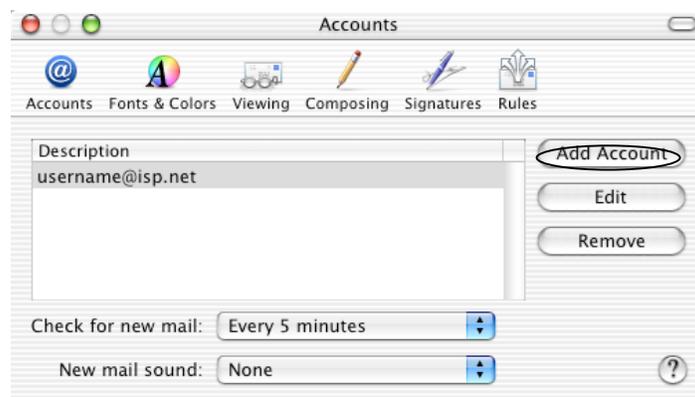
The following screen will now appear. *Fill in all of the information requested.*

If you like your E-mail saved on the servers, click on the *ACCOUNT OPTIONS* tab and make sure *Delete messages on server after downloading* is not clicked. Click *OK* to activate the new account.

To check for new messages, click on *GET MAIL* located on the main window.