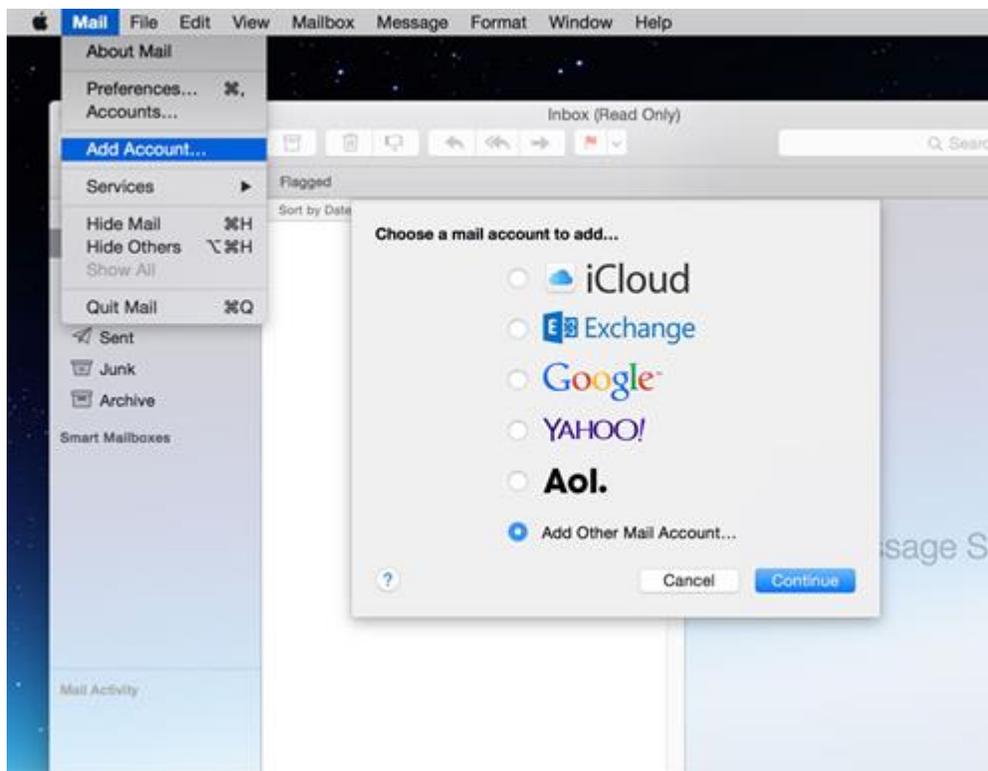# Adding your email account on the Mac using Mac Mail

1. Add your new SCCoast account. To do this, launch Mac Mail.


2. If you do not have any other mail accounts configured, Mail will display a message to "Choose a Mail account provider…" You would click Other Mail Account… and then click Continue.

3. If you have other mail accounts and do not see the "Choose a Mail account provider…" message, you will click Mail in the top menu and click Preferences…
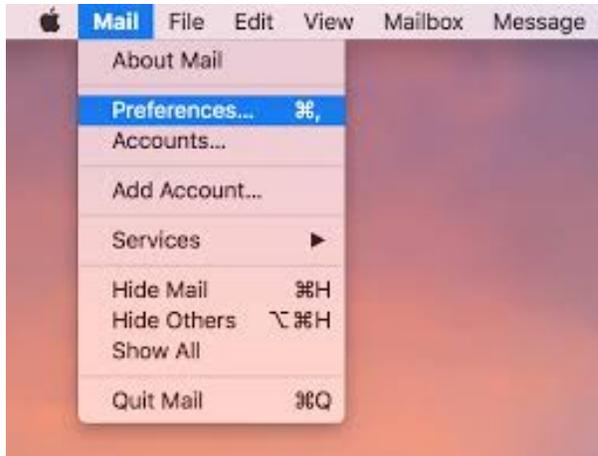
4. When the Mail Preferences appear, click on the top icon labeled Accounts. Next click the Plus (+) icon to add your new SCCoast account. You will receive the "Choose a Mail account provider…" window and you should click Other Mail Account… and click Continue
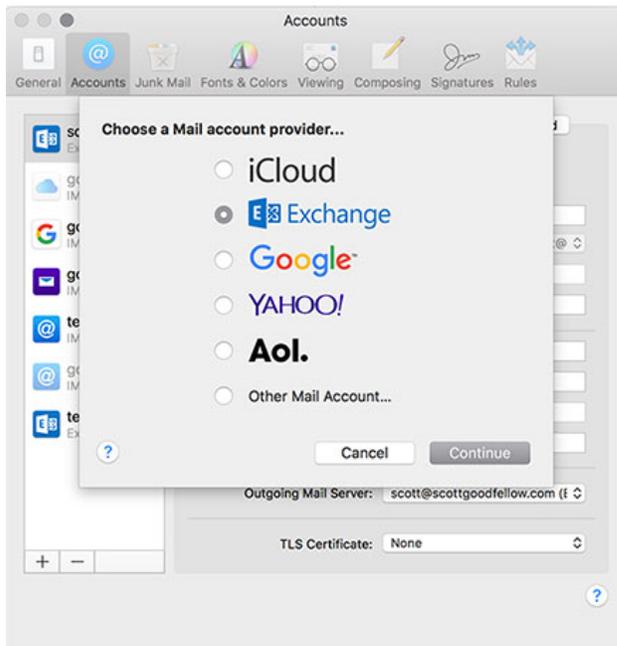
5.Next, you will receive the Add a Mail account window. Type in your full name into the Name: field. This is your name that will display to other people when you send mail. You will type in your SCCoast email address in the Email Address: field and your password into the Password: field and then click Sign In.

6.Once you click Sign In, Mac Mail will ask for additional information and may display an error saying it was "Unable to verify account name and password." This is expected and you need to add some additional information to let Mac Mail connect. Add your full email


Address in the User Name: field. Add "imap.sccoast.net" into the Incoming Mail Server: field And add "smtp.sccoast.net" into the Outgoing Mail Server: field. Once you have added this, Click Sign In.

7. Once you are signed in, you will go back to the Accounts window shown below. At this window, make sure you have the new SCCoast account selected and then click on the advanced section of the account.
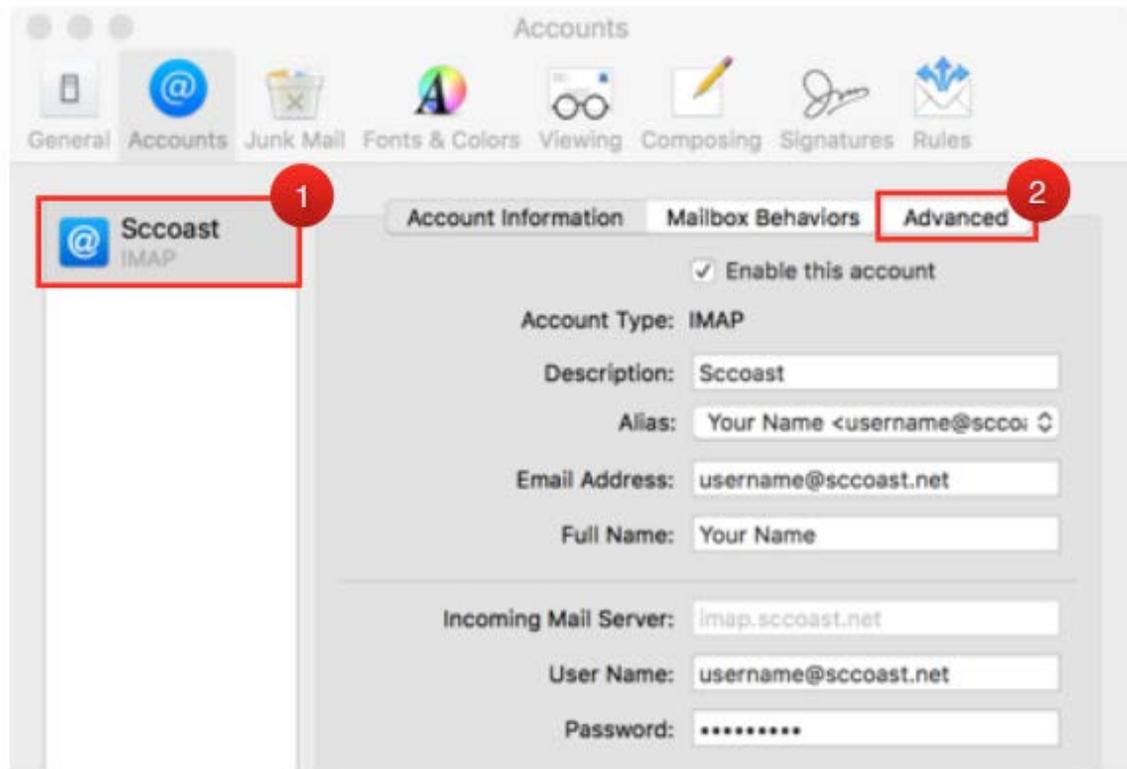
8.In the Advanced settings, change the port number from 143 to 993 and then click the exit icon in the top left corner of the Accounts window. You will be prompted to save - click save and Exit.
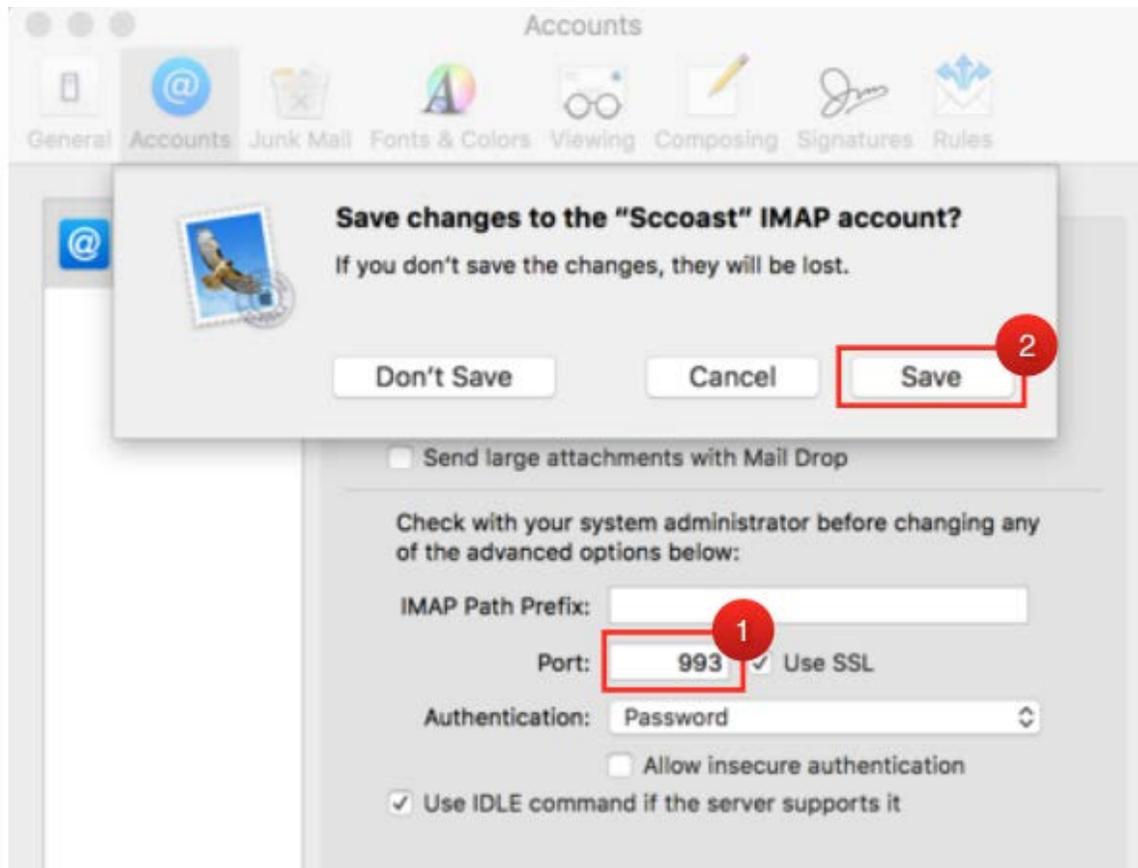
9.Your new SCCoast account is now setup and ready to use.