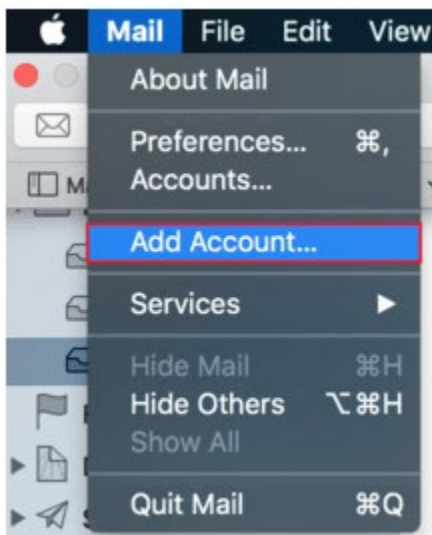

Mac Mail Configuration

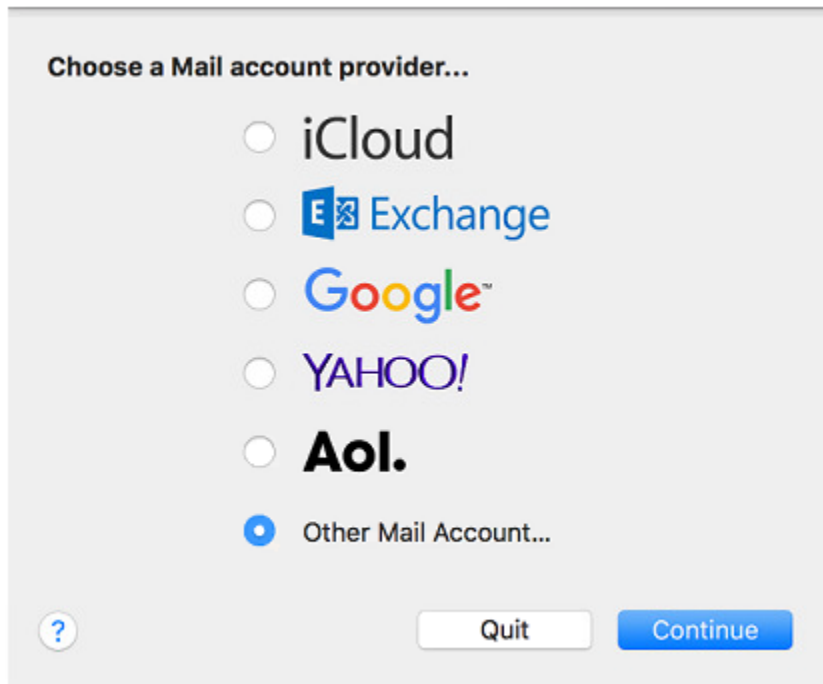


1. Open the Apple Mail application by clicking on the Mail icon in the bottom dock. You can also click the magnifying glass at the top right and type in the word 'Mail' into the search bar.



2. Click **Mail** in the top left, then click **Add Account...**

The 'Choose a mail account provider...' page opens:



3. Select the **Other Mail Account...** option and click the **Continue** button.

This example uses the email address "admin@sccoast.net":

A screenshot of a dialog box titled "Add a Mail account" with an '@' icon. Below the title, it says "To get started, fill out the following information:". There are three text input fields: "Name:" with the text "sccoast", "Email Address:" with the text "admin@sccoast.net", and "Password:" with masked characters (dots). At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

4. Enter the following:
 - **Name:** Enter how you would like your name displayed when sending emails.
 - **Email Address:** Enter your full sccoast.net email address.
 - **Password:** Enter your sccoast.net email password.
5. Click the **Sign In** button when finished.

Email Address:

User Name:

Password:

Account Type:

Incoming Mail Server:

Outgoing Mail Server:

Unable to verify account name or password.

You should receive a notification stating the email address or password could not be identified. This is normal due to [sccoast.net's mail server configuration](#).

6. To fix the error, verify the following three fields are configured:
 - **Account Type:** Choose either [IMAP](#) or [POP](#). *IMAP is recommended.
 - **Incoming Mail Server:** Enter either [imap.sccoast.net](#) or [pop.sccoast.net](#). *IMAP is recommended.
 - **Outgoing Mail Server:** Enter [smtp.sccoast.net](#).

7. Click the **Sign In** button to proceed.

Select the apps you want to use with this account:

☒ Mail

☒ Notes

8. Choose which apps you'd like to associate with this account and click **Done**.

Your sccoast.net email address is now set up and ready to use. You can send a test message to confirm it is working properly.