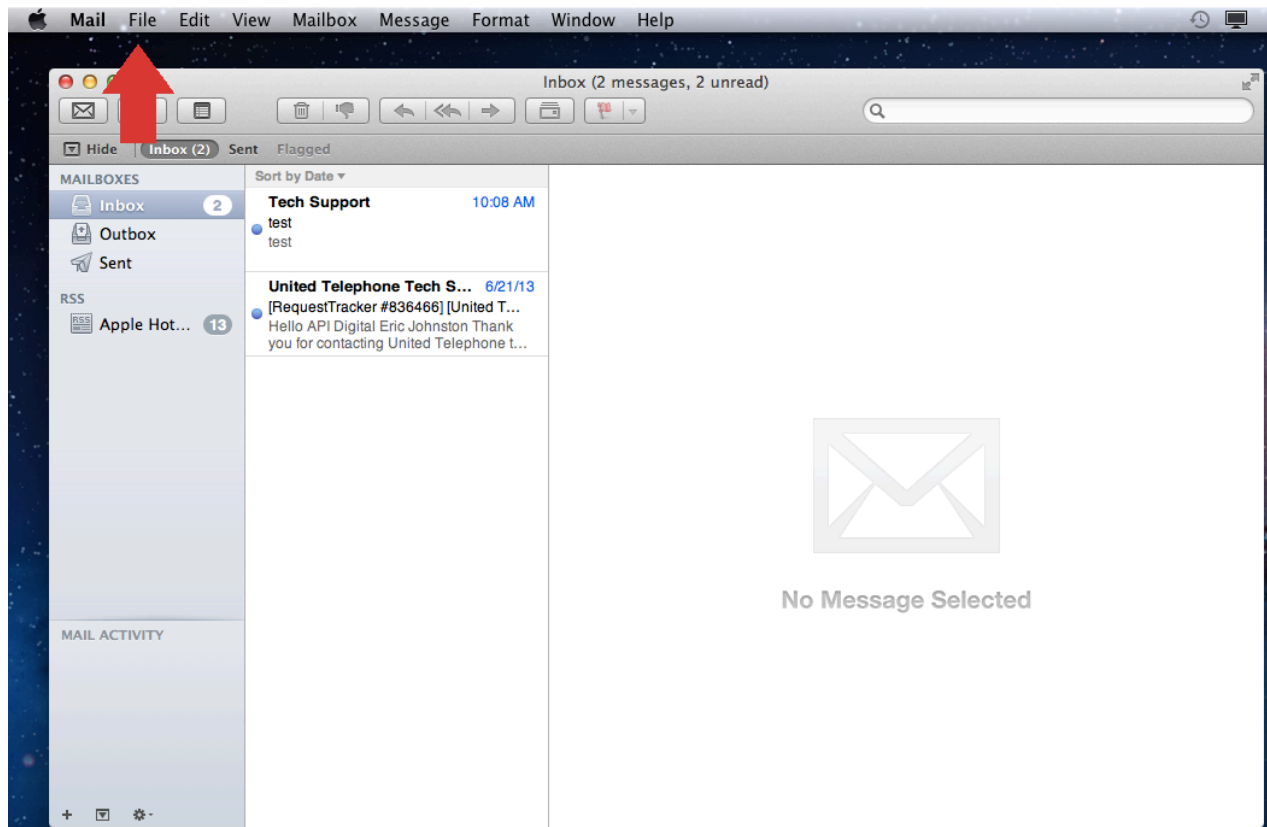




Mac Mail Configuration Guide

- Open Mail (Icon shown above on the left, located on the Dock or in the Application Folder).
- If upon opening Mail the **"Welcome to Mail"** assistant does not appear, choose **Add Account** from the **File** menu.

menu.



continued on next page

- Fill in the Full Name, Email address, and Password fields.

(See Below)



Note: Your email account password will be stored in Keychain to allow you to automatically log into your email account once you open mail.

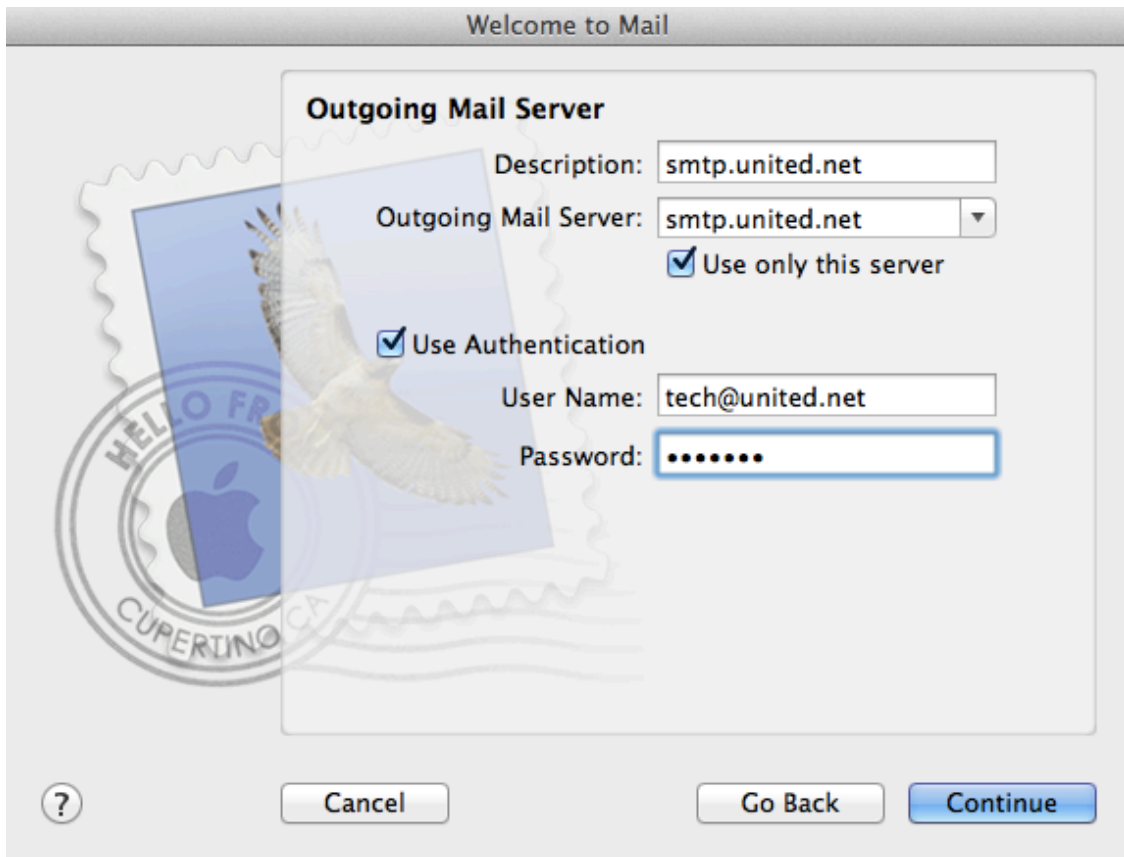
- Deselect "Automatically set up account" if it is enabled. Click continue to proceed.
- Choose the proper Account Type (either POP or IMAP)

(See Next Page)



- Give your account a useful description, such as "Anne's United Communication account". It can be called whatever you want.
- Enter your Incoming Mail Server (mail.united.net), User Name (full email address) and Password (see image above). Click Continue to proceed.
- If prompted, enter your Incoming Mail Security settings. Click continued to proceed.
- For Outgoing Mail Server, a useful description such as "United Communication Outgoing Mail" Enter the Outgoing Mail Server details (**outgoing mail server: smtp.united.net ; Use Authentication checked, full email address for username**)

(See Next Image)



- If prompted, enter your Outgoing Mail Security settings. Click **Continue** to proceed.
- Verify your settings in the Account Summary. Check the checkbox for “**Take account online**”. Click “**Create**” to complete the process.

continued on next page



After completing these steps you should be able to send and receive email through Mac Mail. If you can not send and receive email, contact United Communications Technical Support at 800-779-2227 Option 2 for further assistance.

