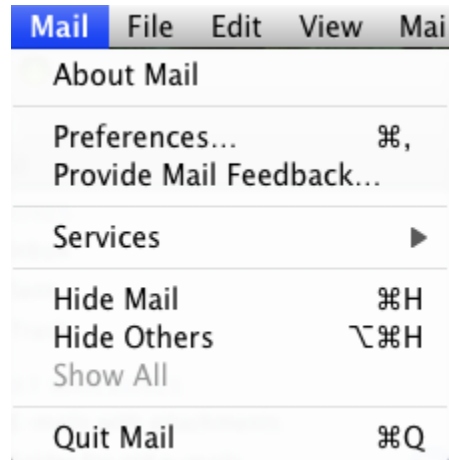


MAC MAIL EMAIL ACCOUNT SET UP

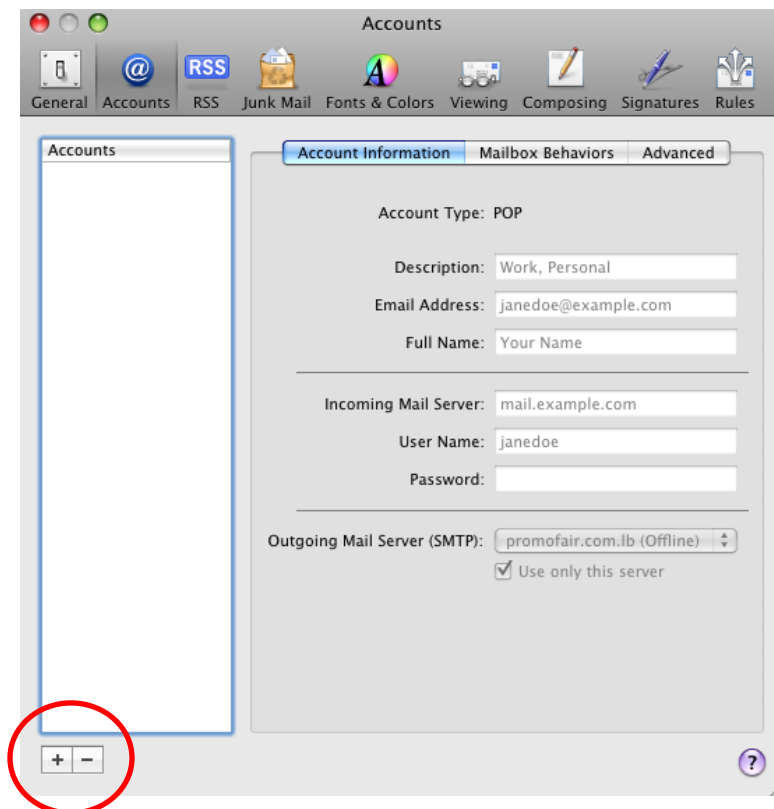
Adding a new account:

This tutorial will help you setup your Mac Mail client with your Siteground's email settings.

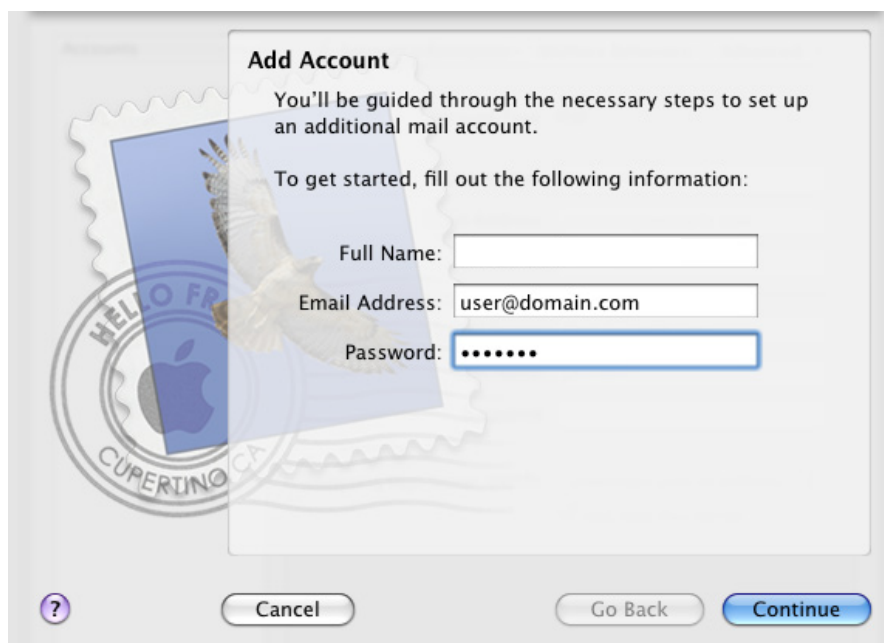
Step 1 Start Mac Mail, click on the **Mail** button from the menu and select **Preferences**.



Step 2 Click on the **Accounts** tab from the top menu and click the **+** button at the bottom left part of the window to start the wizard that will guide you through the setup process.



Step 3 On the initial screen of the Add Account setup wizard enter the name that your recipients will see when they receive emails from you in the **Full Name** field and your email address in the **Email Address** field. Also, add the **password** for the e-mail account.

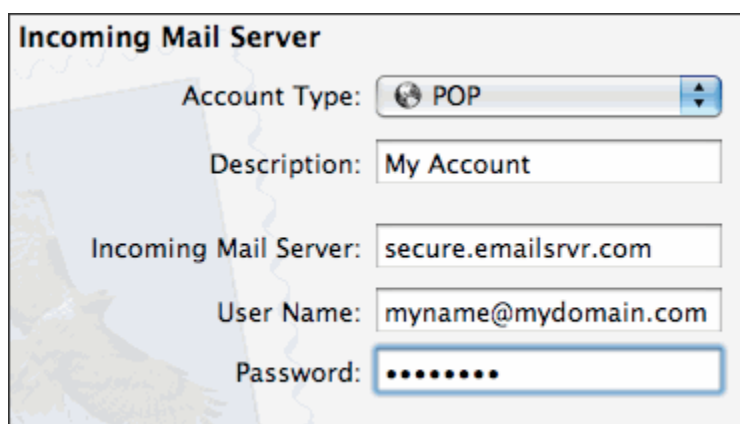


Step 4 In the next window select/enter the following Incoming Mail Server details and click the Continue button: (**Refer to Bizboost email for Incoming Mail Server settings**)

On Account Type select **POP**.

In the **Incoming Mail Server** field type in Incoming Mail Settings outlined in Bizboost Email/

Type your **full email address** in the **User Name** field and the **password** in the corresponding field.



Step 5 In the next window you will be prompted to enter your **Outgoing Mail Server**. Fill in the following details and click the Continue button:

In the outgoing field enter the same details as entered for **Incoming Mail Server**. Tick both checkboxes for **Use only this server** and **Use Authentication**.

Once again enter your **full email** in the **User Name** field and add the **password**.



Step 6 Once you have entered all details and clicked the **Continue** button you will see a summary window on which you can review the settings that you have entered and go back if you need to edit something.

Once you click the **Create** button you will be able to send and receive emails from your Mac Mail client.

Deleting messages from the Server:

This setting is only available when you set up your email account as a POP3 account.

1. Click the **Mail** menu, and then select **Preferences**.
2. In the pop-up window, select **Accounts** from the top panel, choose the **email account** from the account list on the left, and then click the **Advanced** Information tab. Select the **Remove copy from server after retrieving a message** option with one of the following frequencies. If you get a lot of emails quite frequently it is best to select 'After 1 week'.
 - **Right away**
 - **After one day**
 - **After one week**
 - **After one month**

When moved from Inbox. (If you select this option, the emails will be removed from server whenever you delete the emails from your Mac Mail's inbox.)

If you don't select the Remove copy from server after retrieving a message option, all your emails will be kept in your mailbox on the mail server indefinitely. When your mailbox exceeds your storage limit, you will no longer be able to receive emails.