



HOW TO SET UP AN EVCOHS.COM ACCOUNT IN MAC MAIL

TO BEGIN:

Double Click your postage stamp icon to open your email program

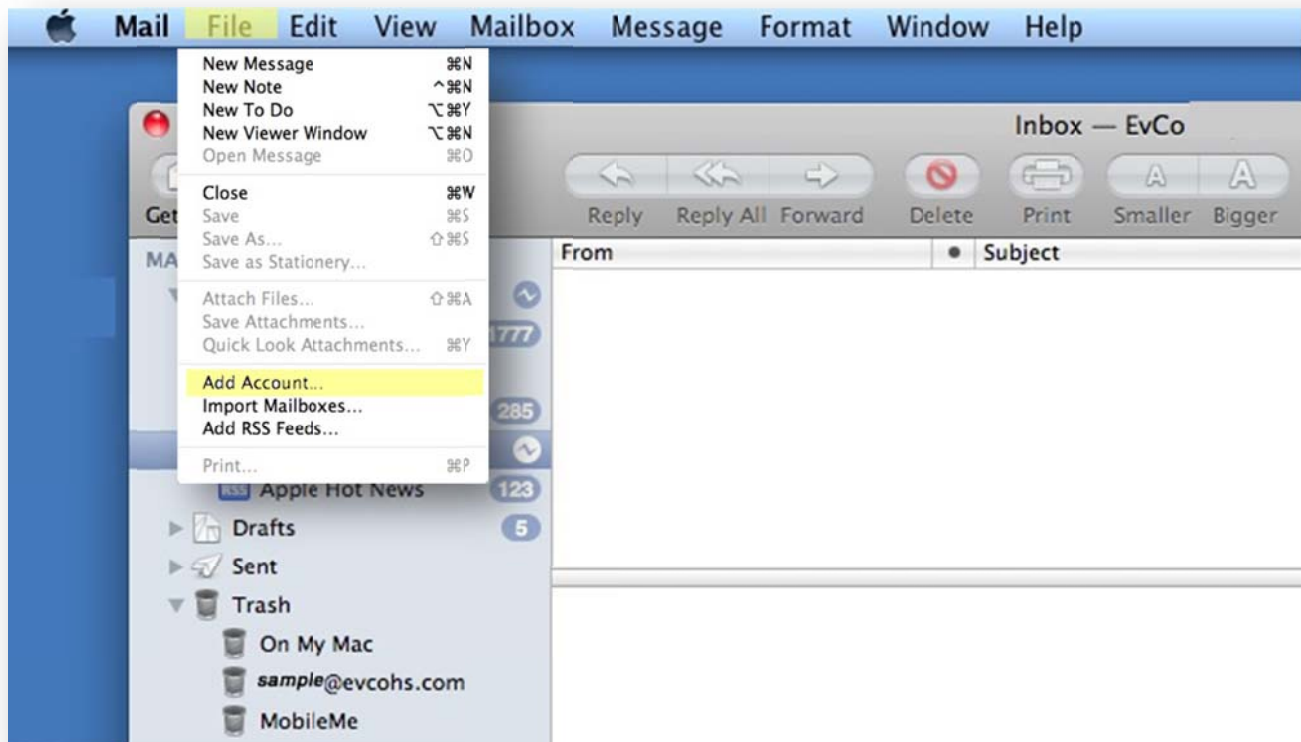
For more information about **Mail** on your Mac, click this link: <http://www.apple.com/support/mail/>

STEP 2:

Your screen should look similar to this

Choose **File**

Then choose **Add Account**



STEP 3:

The **Full Name** is what will display in **FROM** when others receive mail from you.

Type the *Name* that you want to use to identify yourself in the **Full Name:** text box (Example = *John Doe*)

Type your full email address in the **Email Address:** text box

Type your password in the **Password:** text box

Note: if you don't remember your password, please call us @ 303-674-5700 X3. Your password is case sensitive.

Then Choose **Continue**

Add Account
You'll be guided through the steps to set up an additional account.
To get started, provide the following information:

Full Name:

Email Address:

Password:

? Cancel Go Back Continue

STEP 4:

Choose **POP** as the **Account Type:**

Type the description that will help you identify your email account from your other email accounts into the **Description:** text box (Example = EvCo Email Account)

Type *evcohs.com* into the **Incoming Mail Server:** text box. *Note: do not add anything in front of evcohs.com*

Your **User Name:** and **Password:** should automatically be entered into the text boxes. Your **User Name:** is the first part of your email address, or everything before the @.

Then Choose **Continue**

Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

? Cancel Go Back Continue

STEP 5:

Type the description that will help you identify the evcohs **Outgoing Mail Server** from your other email accounts your email account from the others into the **Description:** text box (Example evcohs)

Type **evcohs.com** into the **Outgoing Mail Server:** text box. *Note: do not add anything in front of evcohs.com*

Click in the box next to **Use only this server** to add a check mark

Check the **Use Authentication** box

Your **User Name:** and **Password:** should automatically be entered into the text boxes

Then Choose **Continue**

Outgoing Mail Server

Description: evcohs

Outgoing Mail Server: evcohs.com

Use only this server

Use Authentication

User Name: youremail

Password:

Cancel Go Back Continue

LAST STEP:

The next screen should look like this. If you want to start using your account right away, click in the box next to **Take account online** to add a check mark.

Then click **Create**

YOUR NEW EMAIL ACCOUNT WILL SHOW IN YOUR MAIL ACCOUNTS.

Account Summary

Account Description: EvCo Email Account

Full Name: John Doe

Email Address: youremail@evcohs.com

User Name: youremail

Incoming Mail Server: evcohs.com

SSL: on

Outgoing Mail Server: evcohs.com

SSL: on

Take account online

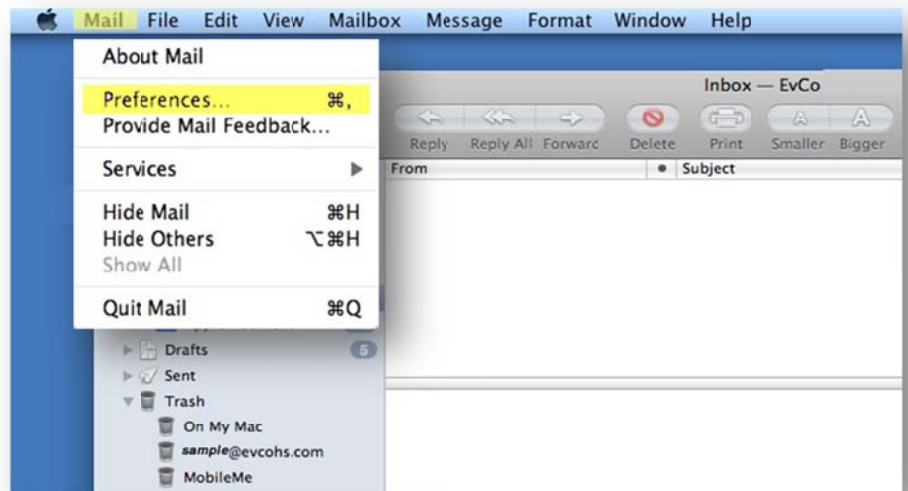
Cancel Go Back Create

WHAT'S NEXT?

Have a look at the settings for the new email account.

Choose **Mail**

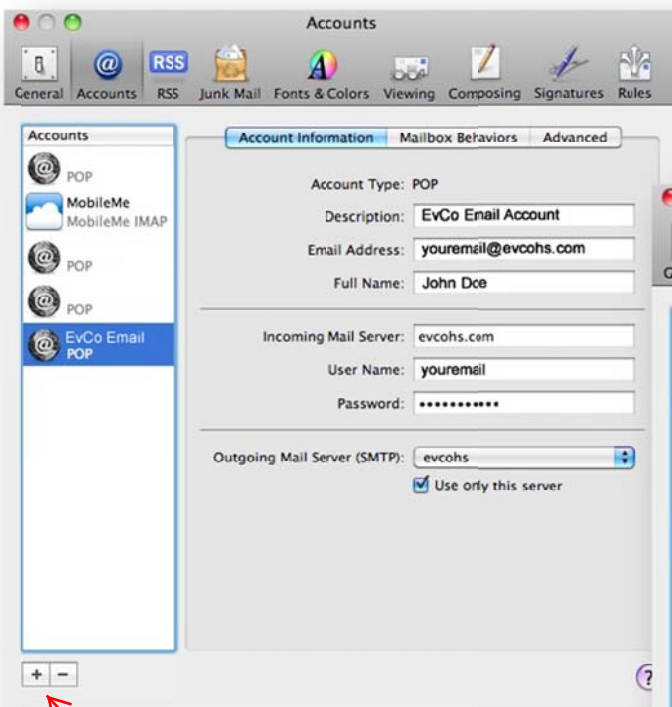
Then choose **Preferences**



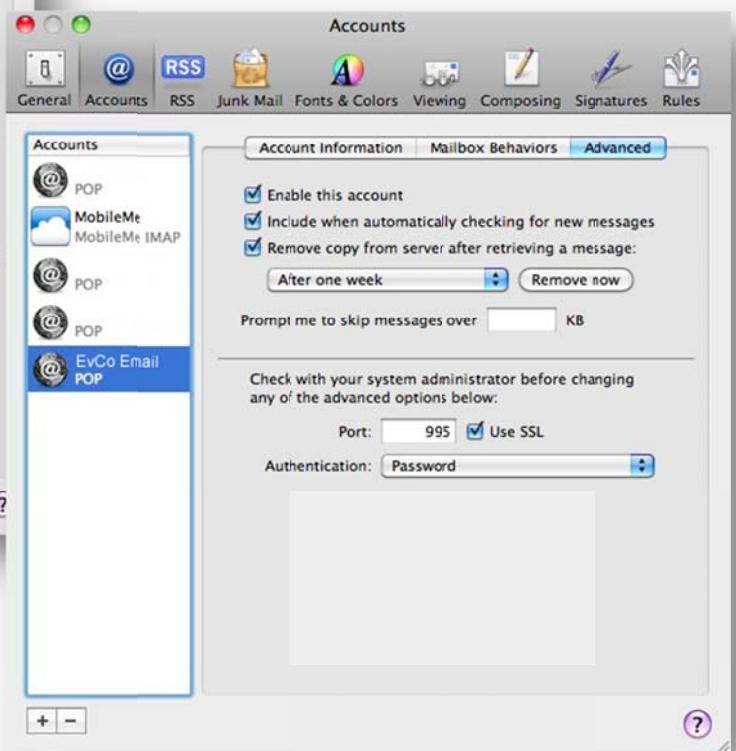
Click on your new email account in the left menu and click **Account Information**

You can review and modify your account settings on this screen.

Note: if you prefer not to use the Add Account wizard, you can add your account manually by



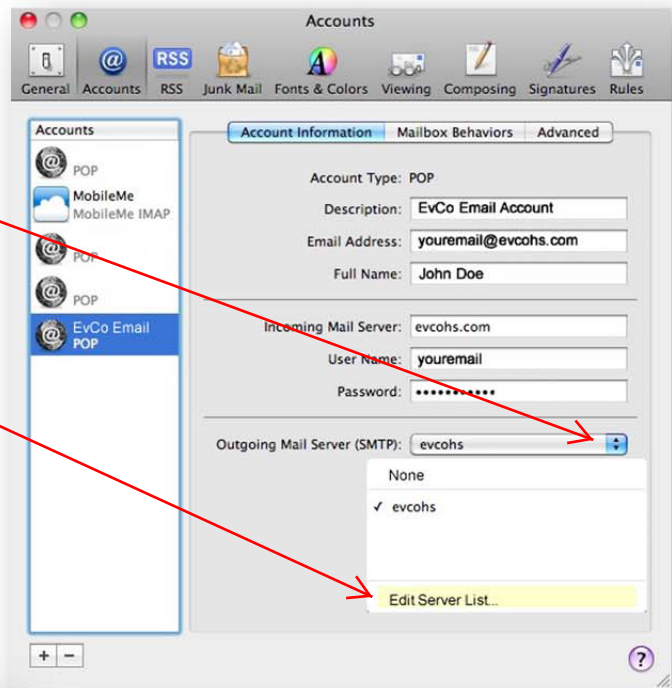
clicking the + in the lower left corner of the screen. Next you can enter all of the settings described in this document into the text boxes.



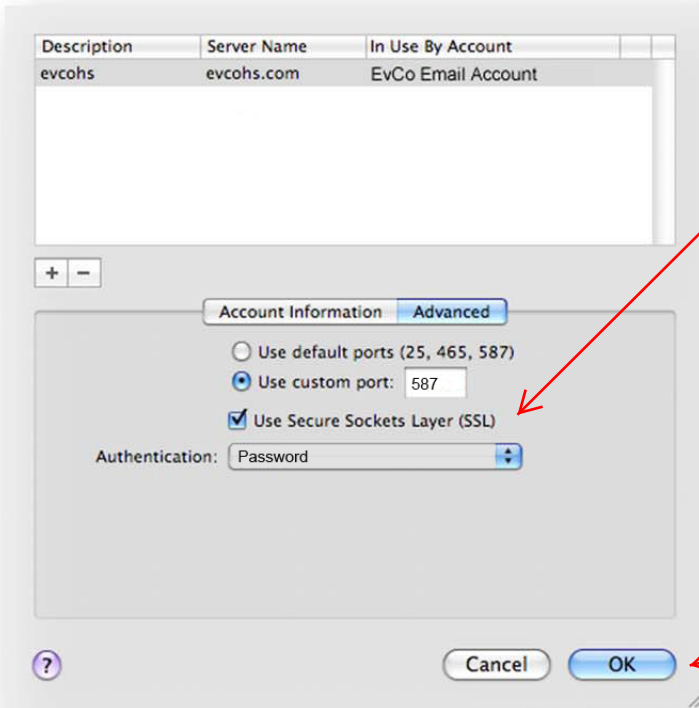
OUTGOING MAIL SERVER SETTINGS

To check the settings for your Outgoing Mail Server, click the toggle next to **Outgoing Mail Server (SMTP)**

Choose **Edit Server List...**



If you setup your outgoing mail to utilize Secure Sockets Layer (SSL), your setting will look like this when you review them.



Click **OK**