

MacIntosh Mac Mail Setup

1. Open **Mail**.
2. From the **Mail** menu, choose **Preferences**.
3. Click the **Add Account** button.
4. Click on the **Account Information** tab.
5. Click the arrow box on the **Account Type** pop-up list and choose **POP**.
6. In the **Description** field, type your full email address (e.g., johndoe@fast-air.net).
7. In the **Email Address** field, type your full email address (e.g., johndoe@fast-air.net).
8. In the **Full Name** field, type your name.
9. In the **Incoming Mail Server** field, type your Incoming (POP) mail server (**mail.fast-air.net**)
10. In the **User Name** field, type your full email address (e.g., johndoe@fast-air.net) in all lowercase for account you were assigned.
11. In the **Password** field, type your email password.

Note: *Your password is case sensitive! Make sure **CAPS LOCK** is off when typing it.*

12. Click the arrow box on the **Outgoing Mail Server** pop-up list and choose **Add server**.
13. In the **Outgoing Mail Server** field, type **mail.fast-air.net**

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14. Click the arrow box on the Authentication pop-up list and choose **Password**.
15. In the **User Name** field, type your full email address (e.g., johndoe@fast-air.net).
16. In the **Password** field, type your password.
17. Click the **OK** button.
18. Click the **OK** button.
19. Close the **Accounts** window.

This should be ready to use now.