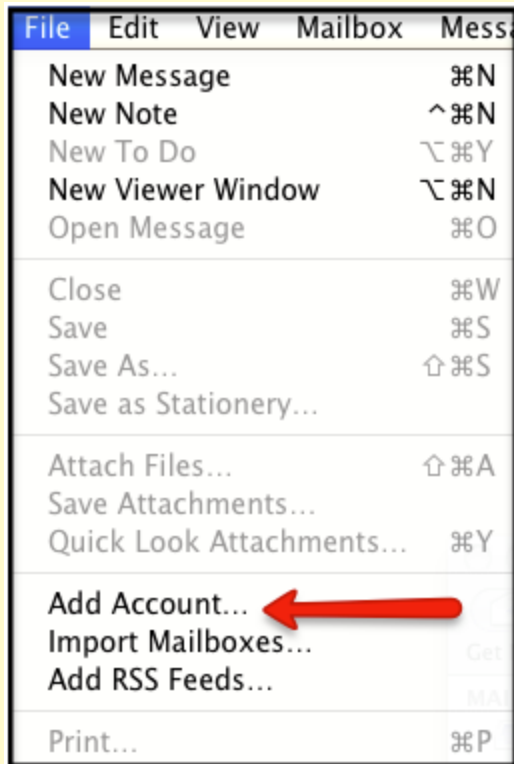


The following article will show you how to setup your Hosted Email account using your Mac Mail email client. Let's take a look at the steps below on how to configure your account:

Note: The following guide will setup Outlook using IMAP.

1. First thing you'll want to do is open up Mac Mail and select **File** and **Add Account**. If this is the first time Mac Mail has been used, the setup assistant will appear.



2. Enter the following information:

- Full Name - Enter in your first and last name. This is the name that will appear in the From field of messages you send.
- Email Address - Enter in your entire email address (e.g. myname@1791.com).
- Password - **YOUR 1791 EMAIL Password, the same password you use to access the 1791 site**



3. Click the **Continue** button and enter the following information:

- Account Type - Select IMAP from the drop-down menu.
- Description - Enter in a descriptive name of your choice for your mail account (e.g. Work Mail or Home Mail).
- Incoming Mail Server - Enter in the secure server name: secure.emailsrvr.com
- User Name - Enter in your entire email address (e.g., myname@1791.com).
- Password - **YOUR 1791 EMAIL Password, the same password you use to access the 1791 site**



4. Click the **Continue** button and Mac Mail will now attempt to detect the incoming server settings. If the Incoming Mail Security window appears, do the following and click **Continue**.

- Check the Use Secure Sockets Layer (SSL) box.
- In the Authentication drop-down menu, select Password.

5. Enter the following information:

- Description - Enter in a descriptive name of your choice for your mail account (e.g. Work Mail or Home Mail)
- Outgoing Mail Server - Enter the secure server name: secure.emailsrvr.com
- Check the Use only this server box and also check the Use Authentication box.
- User Name - Enter in your entire email address (e.g. myname@1791.com)
- Password - **YOUR 1791 EMAIL Password, the same password you use to access the 1791 site**



6. Click the **Continue** button and Mac Mail will now attempt to detect the outgoing server settings. If the Outgoing Mail Security window appears, do the following and you're finished!

- Check the Use Secure Sockets Layer (SSL) box.
- In the Authentication drop-down menu, select Password.
- Click the Continue button and then click the Create button...

Using IMAP Folders:

To simplify the organization of your messages, you can indicate which IMAP folders Mac Mail should use to store sent mail, drafts, spam, and trash.

1. Select **Mail / Preferences**, click the **Accounts** button, located at the top of the window and click once on your IMAP account, as it appears in the Accounts list.
2. Click the **Mailbox Behaviors** tab, clear all of the check boxes and close the Accounts window.
3. When prompted to save your changes, click the **Save** button.
4. In your IMAP folder, located in the Mailboxes pane (select **View / Show Mailboxes** to display the pane if it's not there), do the following:
 - Click once on the Sent, Drafts, Spam, or Trash folder.
 - Select Mailbox / Use This Mailbox For.
 - Select Sent, Drafts, Junk, or Trash from the resulting list in the sub-menu.

5. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.