**Mac Mail Setup Guide for acg.edu.**

**Step 1:** If you've never set up any e-mail accounts using Mail, the Welcome to Mail page opens. Go to step 2

**Step 2:** If you've already created e-mail accounts using Mail, on the Mail menu, click Preferences. On the Accounts tab, click the plus sign at the bottom of the navigation pane to open the Add Account window.

**Step 3:** For Full Name, enter your name as you would like it displayed. Enter your full Email address (username@acg.edu). Enter your password at the password field. Click Continue.
Step 4: At the “Verify Certificate” screen, click Connect.

Step 5: Click Create.