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 ^(C) 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**.

Welcome to Mail You'll be guided t account. To get started, pro Full Name: Email Address: Password:	hrough the steps to set up your mail ovide the following information: ACG Announcements acgannouncements@acg.edu
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Step 4: At the "Verify Certificate" screen, click Connect.

000	Verify Certif	icate
\bigcirc	Mail can't verify the identity o	f "acg.edu".
	The certificate for this server is inv that is pretending to be "acg.edu" information at risk. Do you want to	alid. You might be connecting to a server which could put your confidential o connect to the server anyway?
	Show Certificate	Cancel Connect

Step 5: Click Create.

	Account Summary
	Mail found a server account for the email address you provided. The following account will be set up on your computer:
	Account type: Exchange
2 1	Full name: ACG Announcements
4	Email address: acgannouncements@acg.edu
	Server address: outlook.office365.com
(C)	Also set up: ♥ Contacts ♥ Calendars
CURERINO	