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**.

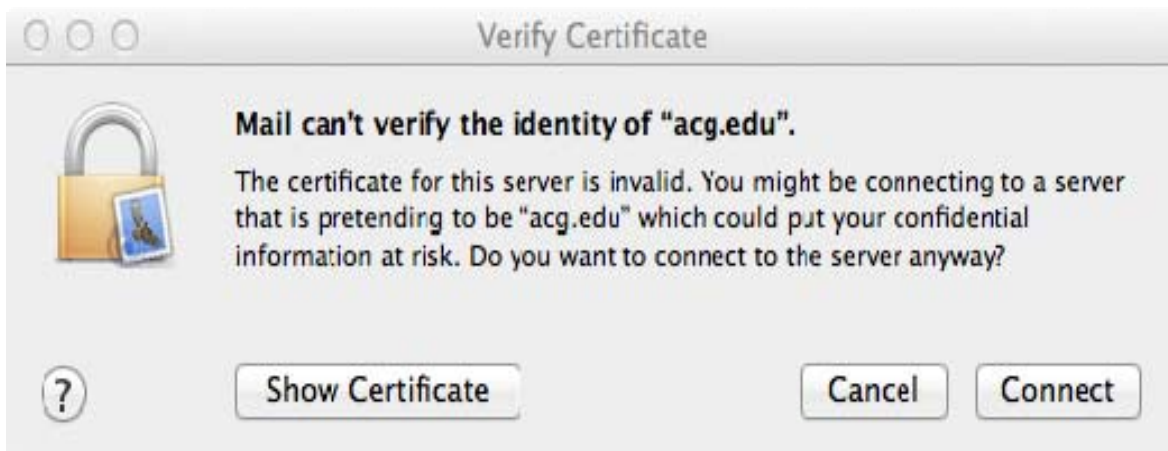**Step 4:** At the "Verify Certificate" screen, click **Connect**.

Step 5: Click **Create**.