


[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**.



Welcome to Mail

Welcome to Mail

You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

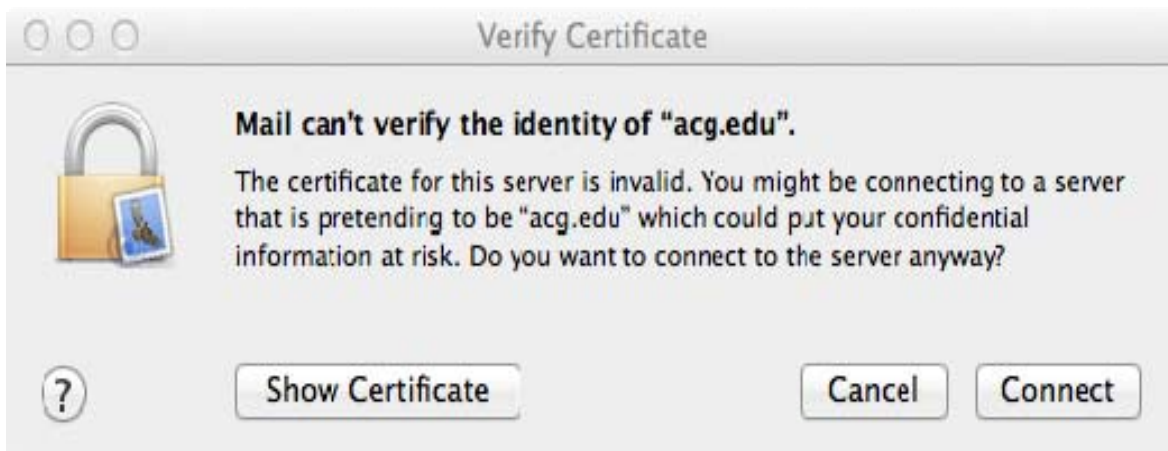
Full Name:

Email Address:

Password:



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



Step 5: Click **Create**.

