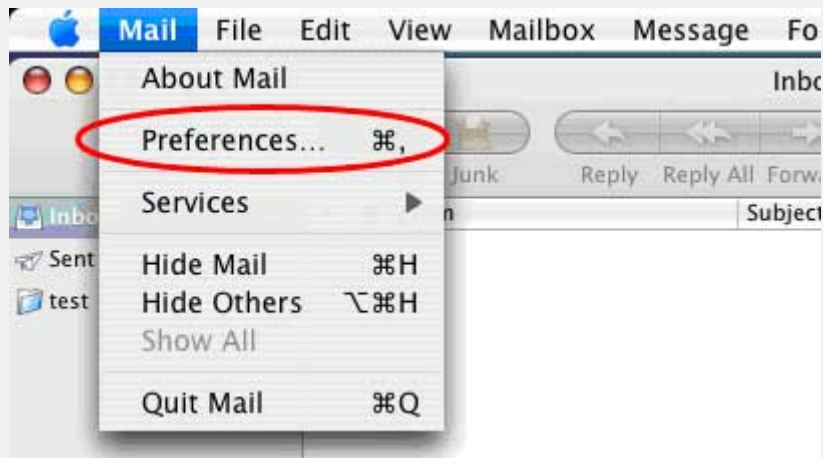
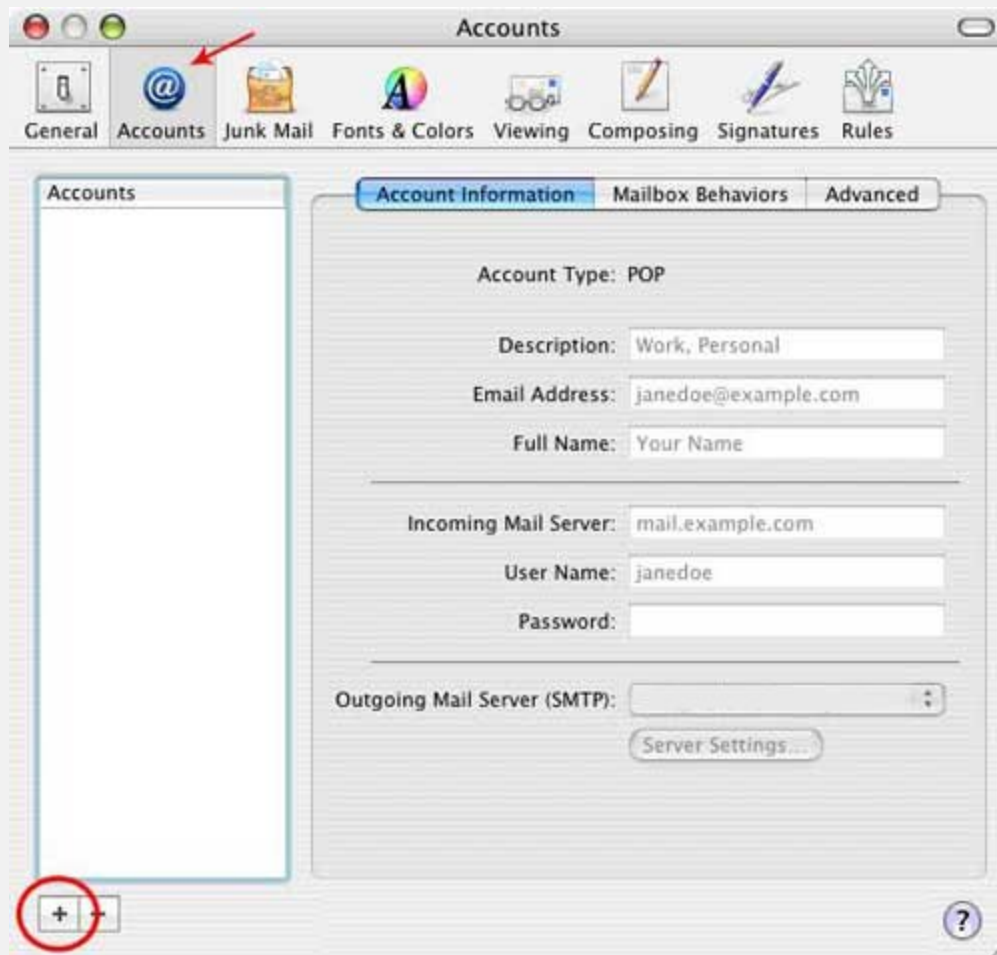


# MACMail

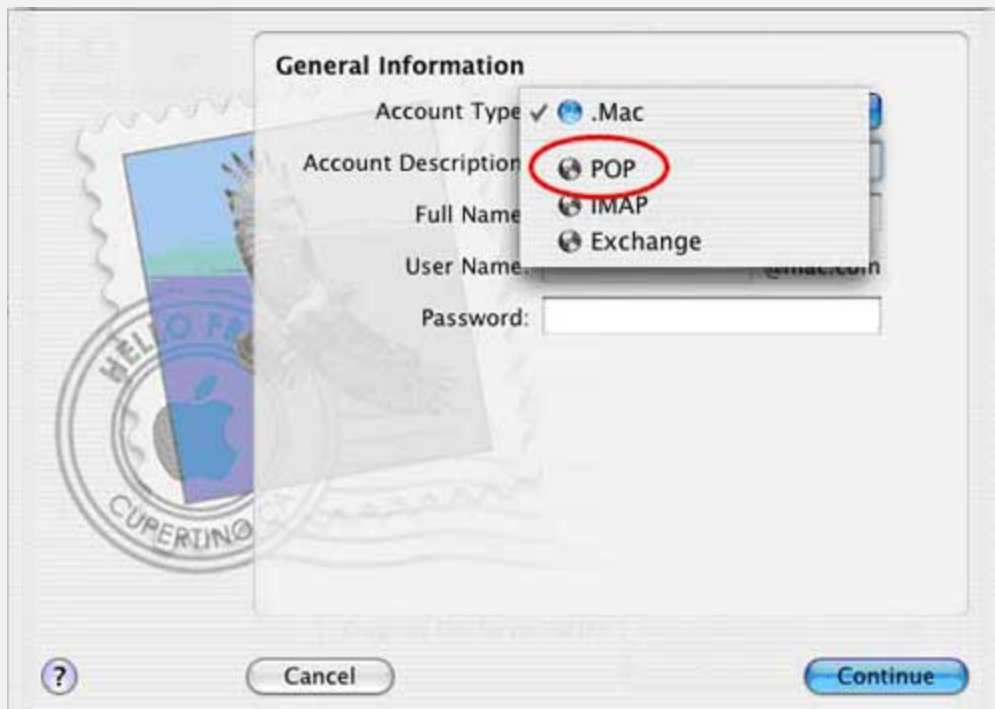
1) In the **Mail** menu, click **Preferences**.



2) Click **Accounts**, and the plus sign at the bottom of the screen.



3) In the **Account Type** dropdown list, choose **POP** from the options.



4) In the Account Description enter **POP Account**. In the **Full Name** field, enter the name that you would like to appear when email messages are received from you. In the **Email Address** field, enter your entire email address, including @silomail.com. Click **Continue**.



- 5) In the **Incoming Mail Server** field, enter **pop3.silomail.com** . In the **User Name** enter only the first portion of your email address before the @ symbol.  
Enter your password in the **Password** field. Click **Continue**.



**Incoming Mail Server**

Incoming Mail Server:   
Example: mail.example.com

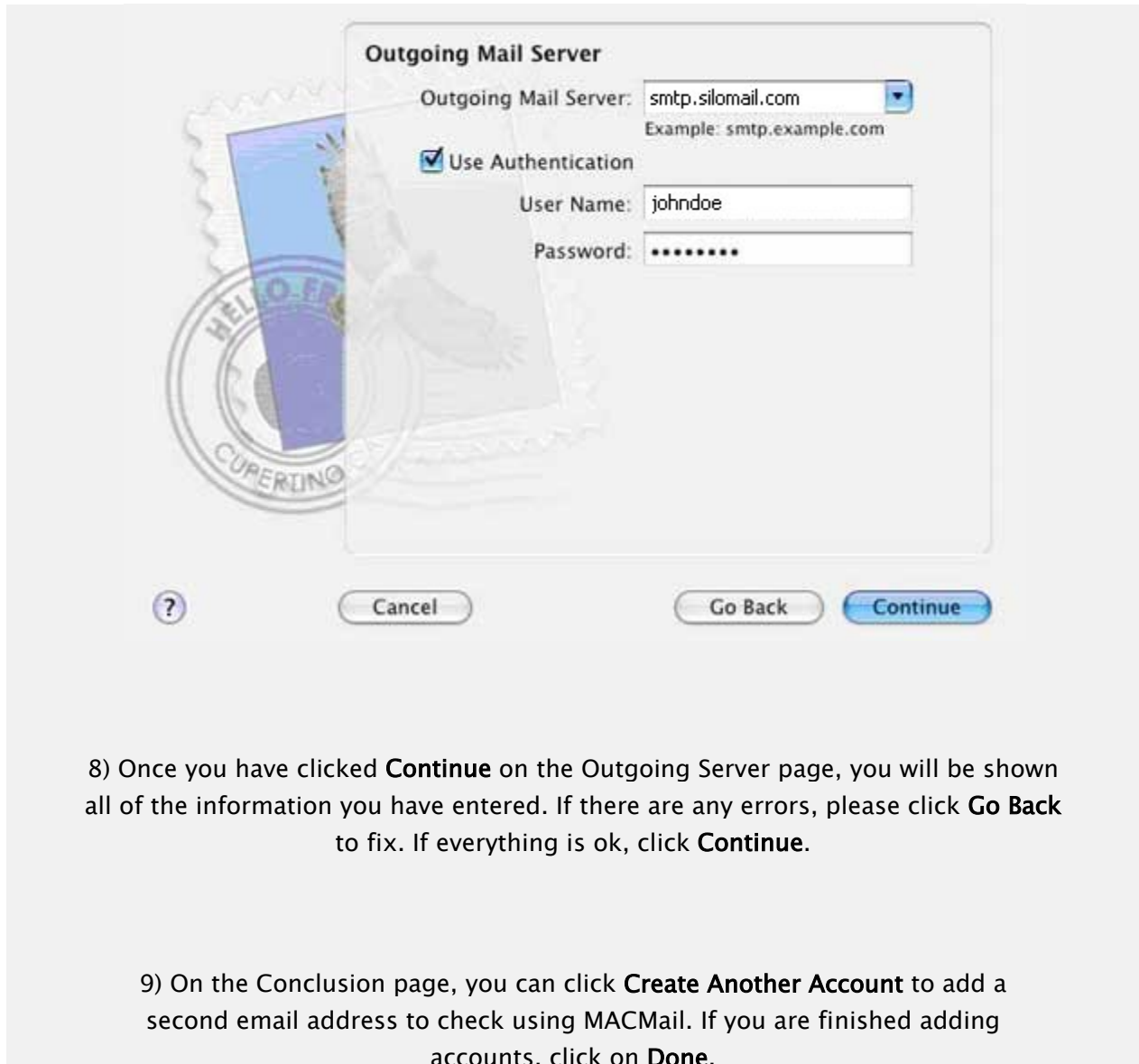
User Name:

Password:

? Cancel Go Back Continue

- 6) In the **Outgoing Mail Server** enter **smtp.silomail.com** . It is important to ensure that **User Authentication** is checked. Please verify that this is complete.

In the **User Name** field please enter your complete email address, including @silomail.com. Enter your password in the **Password** field. Click **Continue**.





You are now ready to send and receive email using your Silo email address.