

### Setup: Mac OSX (email)

1. Open up **Mail** from the toolbar across the bottom of the screen.
2. Select **Mail --> Preferences** from the menu on the top.
3. Click on **Create Account**.
4. Select **POP Account as Account Type**.
5. Enter your email address in the **Description** field (ex. janedoe@allwest.com).
6. Type your email address in the **Email Address** field.
7. Type your name in the **Full Name** field.
8. Type "mail.allwest.net" in the **Host name** field.
9. Type your All West username in the **User name** field (ex. janedoe).
10. Type your password in the **Password** field.
11. Type "mail.allwest.net" in the **SMTP Host** field.
12. Click **OK** and close Preferences menu.
13. Click on **Help --> Mail Help** for further instructions concerning sending/receiving email.