

# Mail for Mac OS X

To setup email for a Mac computer please follow these steps:

1. Open Mail.
2. Choose **Preferences** from the **Mail** menu. If you have not yet set up any accounts, the Mail Setup window appears, and you can skip to Step 7.
3. Click the Accounts icon in the Mail Preferences window.
4. Click Create Account.
5. Choose the correct account type from the pop-up menu. (We suggest POP3)
6. In the Description field, type any name you would like to use to identify the account. This is the name that will appear in your list of accounts.
7. Using the rest of the information we provided you, complete the rest of the fields. If desired, click the Account Options tabs to change the default account behavior.
8. Click OK when you are finished.

Repeat these steps for any other accounts you want to set up.

## How to delete an account

**Tip:** Before deleting an account, save any messages you don't want to erase in a different location, such as the desktop or the On My Mac mailbox. If you are switching from a POP account to an IMAP account, set up the IMAP account first, then drag messages you want to save from the POP mailbox(es) to the IMAP mailbox(es), before deleting the POP account.

1. Choose **Preferences** from the **Mail** menu.
2. Click Accounts.
3. Select the account you want to delete.
4. Click Remove.