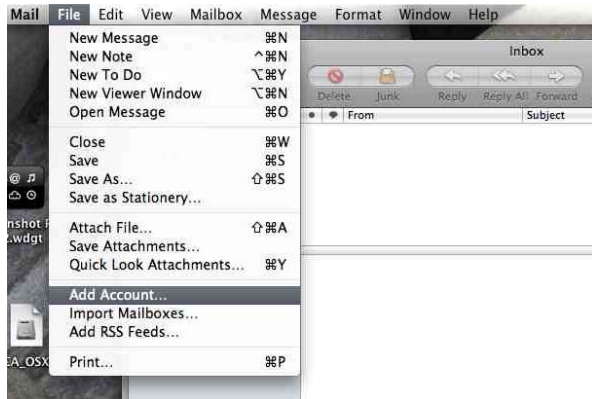


Macintosh Mail Set-Up (Mac OS 10.5 or later)

1. Click on the Mail icon in the Dock at the bottom of your screen.
2. Go to the File menu and highlight **Add Account**.



3. On the Add Account screen type in your complete UW Colleges or UW-Extension email address. Ex: jsmit3201@uwc.edu



4. Next type in your email password and click on **Continue**.

5. On the Incoming Mail Server screen choose Account Type: IMAP



6. Next to Incoming Mail Server type in: **mail.uwex.uwc.edu**
7. Type in your User Name and password if they aren't already there, then click on **Continue**.
8. The server will begin to check the connection to the mail server.
9. On the Incoming Mail Security screen, click to place a checkmark next to: **Use Secure Sockets Layer (SSL)**.
10. Next to Authentication, click on the small black triangles to choose "**Password**".
11. On the Outgoing Mail Server page next to "Outgoing Mail Server" type in: **smtp.uwex.uwc.edu**



12. Click to place a checkmark next to **“Use Authentication”**.

13. Type in your user name and password, then click on **Continue**.

14. On the Outgoing Mail Security page, click to place a checkmark next to: **“Use Secure Sockets Layer (SSL).”**

15. Next to Authentication, choose **Password**, then click on **Continue**.

16. On the Account Summary screen, check to make sure that your information is correct, then click to place a checkmark next to **“Take account online”**. Click **Create**.

