

How to Set Up Mail for Mac OS X.3 to Send and Receive Email

You will need your Email Address and Password to set up your email account. These should have been provided to you by the Installers or a Customer Service Representative.

If you did not receive this information please call 99-FIBER (993-4237) and ask a Customer Service Representative or Technical Support Technician for this info.

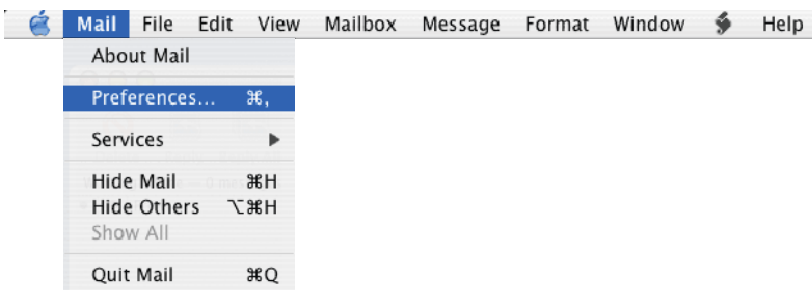
STEP 1

Open **Mail**



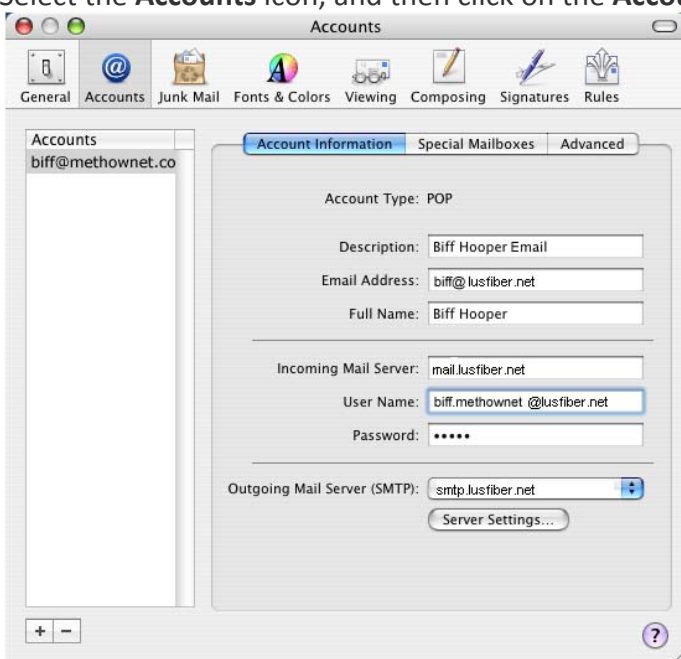
STEP 2

Select **Preferences**



STEP 3

Select the **Accounts** icon, and then click on the **Account Information** tab.



Ensure that the following fields are filled out properly -

Account Type	The account type was determined when you set up the account. You cannot change it unless you delete this account and create a new one. The account type is POP .
Description	Enter the text you would like to describe your email folder.
Email Address	Enter your complete LUS Fiber email address. Example: your.name@lusfiber.net
Full Name	Enter the name you would like displayed when you send email.
Incoming Mail Server	Enter "mail.lusfiber.net"
User Name	Enter your complete LUS Fiber email address. Example: your.name@lusfiber.net
Password	Enter the password for your LUS Fiber email account.

STEP 4

Check the Outgoing Mail Server by clicking the **Server Settings** button.



Enter **smtp.lusfiber.net** as the Outgoing Mail Server.

Enter **25** as the Server port.

Set Authentication type to **PASSWORD**.

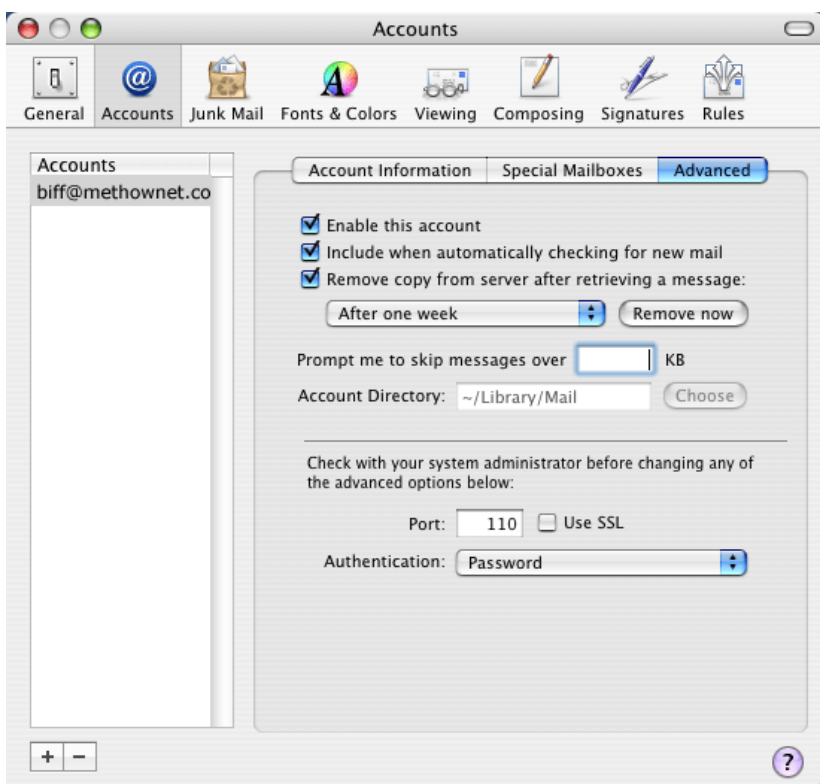
Enter your complete LUS Fiber email address as the User Name.

Enter your LUS Fiber email account password.

Click **OK**.

STEP 5

Select the **Advanced** options tab.



Check the boxes next to **Enable this account** and **Include when automatically checking for new mail**.

Check the box next to **Remove copy from server after retrieving a message** if you want Mail to delete every message you download after the download is complete. You will also have to specify a timeframe by using the pull down menu just below that checkbox. In the image above, we have set our Mail program to delete the messages after one week.

If you would like to delete any old mail on the server currently, click the **Remove now** button.

The **Prompt me to skip messages over [] KB** function will let you tell Mail to not download messages larger than a certain size. You can choose to leave this field blank.

Set **Authentication** to **Password**.

For more information about the behavior of each of these advanced options, click on the "?" button in the lower-right corner.

Click **OK** and close the account window. You are ready to use Mail for OS X.

If these settings are not working or you have any questions please call 99-FIBER (993-4237) and select option 2, then option 2 again to speak with an LUS Fiber Support Technician.