

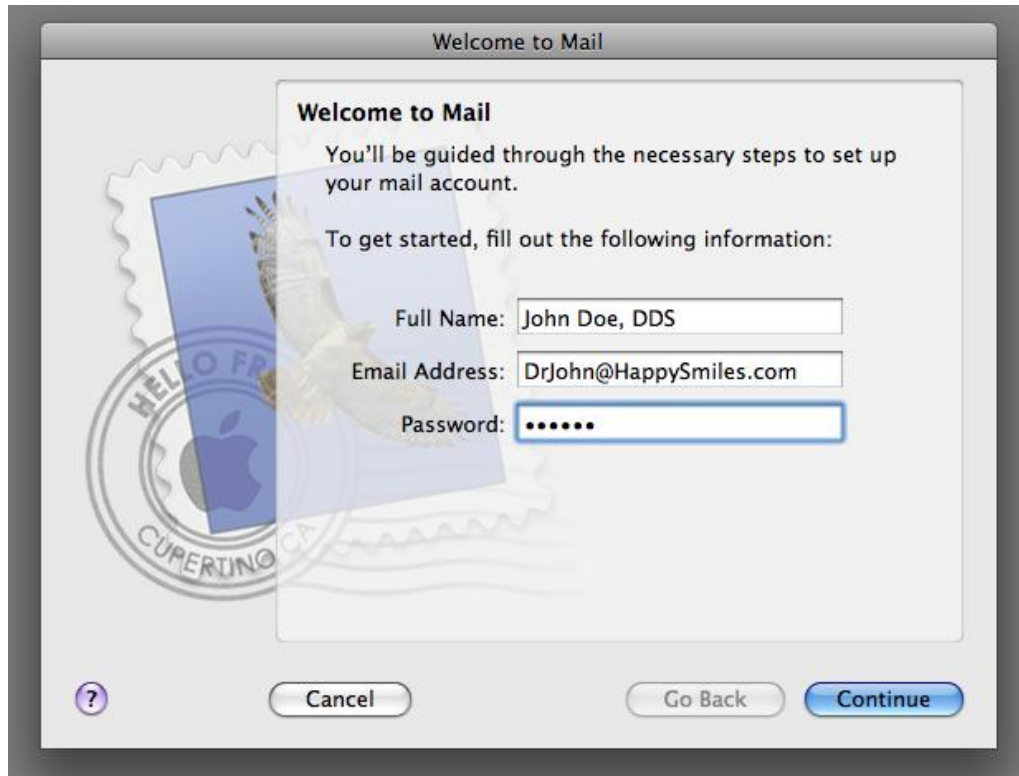
After opening Mac Mail follow these steps in order to configure your ProSites email accounts.

**Step 1)** Select Mail / Preferences.

**Step 2)** Click the Accounts button, located at the top of the window.

**Step 3)** To add a new account, click the plus (+) button, located in the bottom left corner of the window, to launch the Setup Assistant.

**Step 4)** Fill in your account information using as shown below. Once completed click Continue...



Welcome to Mail

**Welcome to Mail**

You'll be guided through the necessary steps to set up your mail account.

To get started, fill out the following information:

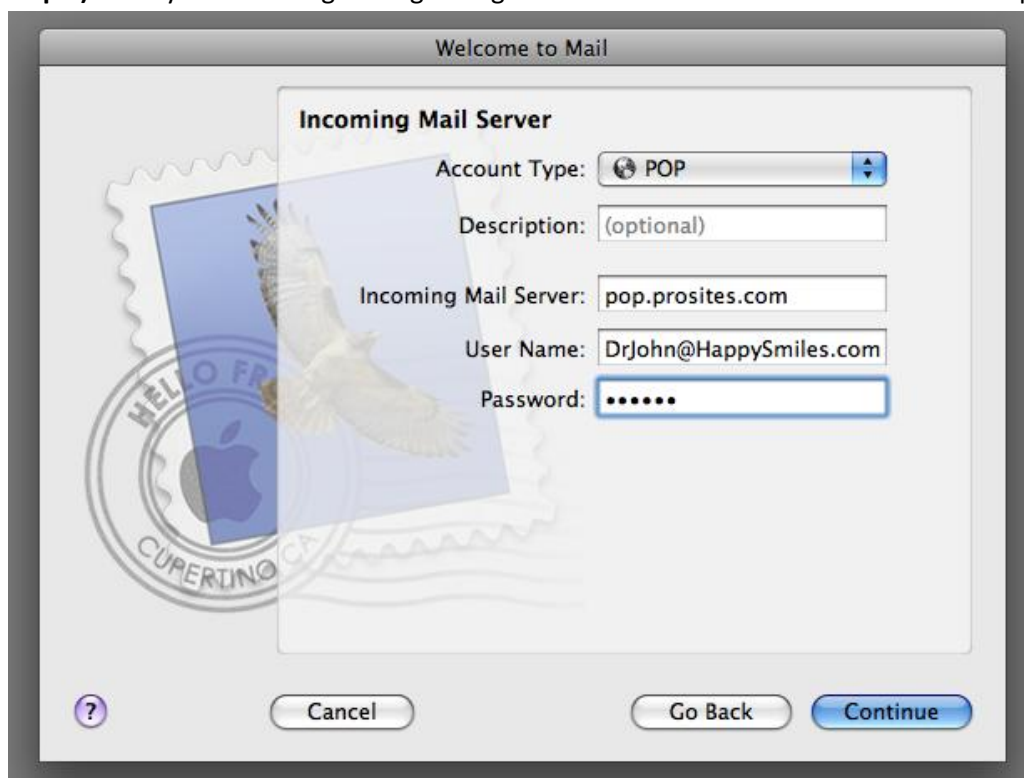
Full Name: John Doe, DDS

Email Address: DrJohn@HappySmiles.com

Password: [masked]

? Cancel Go Back Continue

**Step 5)** Fill in your incoming settings using server information listed below. Once completed click Continue...



Welcome to Mail

**Incoming Mail Server**

Account Type: POP

Description: (optional)

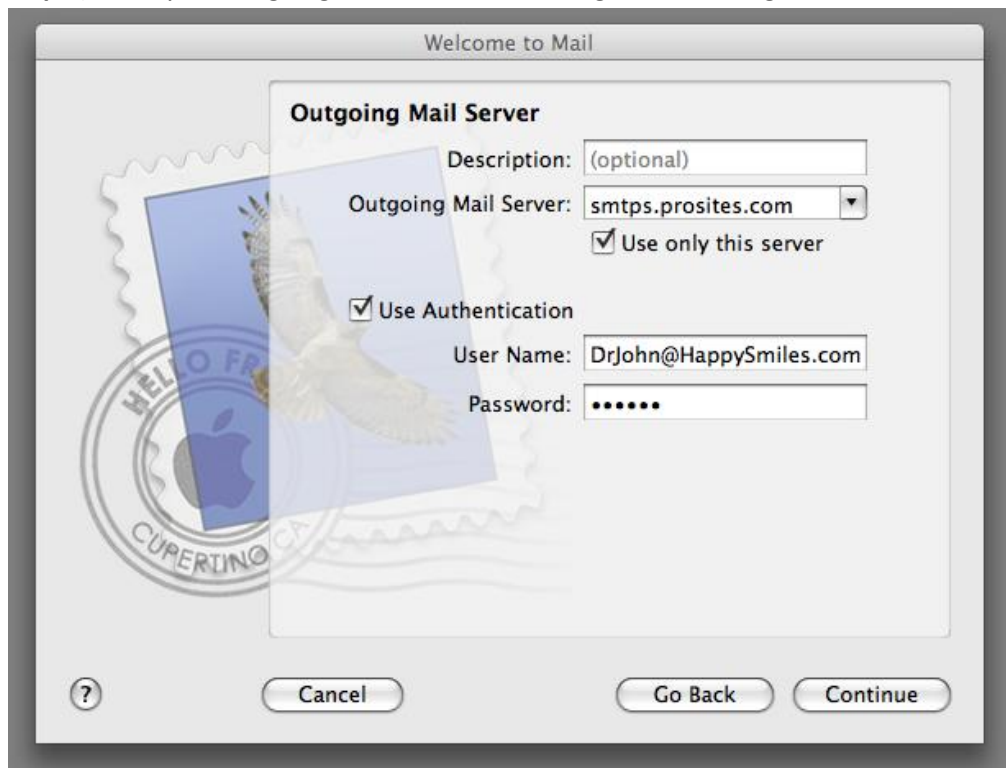
Incoming Mail Server: pop.prosites.com

User Name: DrJohn@HappySmiles.com

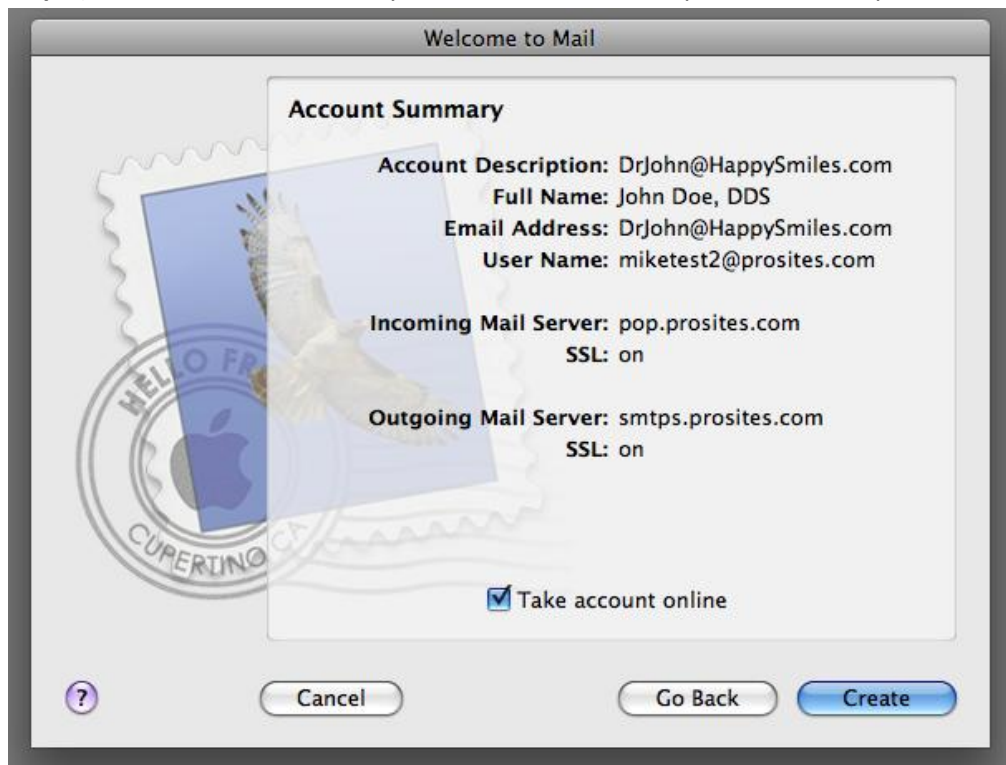
Password: [masked]

? Cancel Go Back Continue

**Step 6)** Fill in your outgoing mail information using server setting listed below. Once completed click continue...



**Step 7)** Review account summary and click create to complete email setup



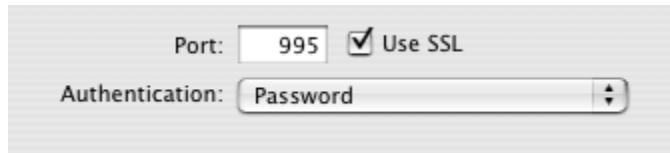
### Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your email account settings to use the secure (SSL) server.

1. Select Mail / Preferences.
2. Click the Accounts button, located at the top of the window.
3. Click once on your account, as it appears in the Accounts list.

### To use the secure incoming mail server

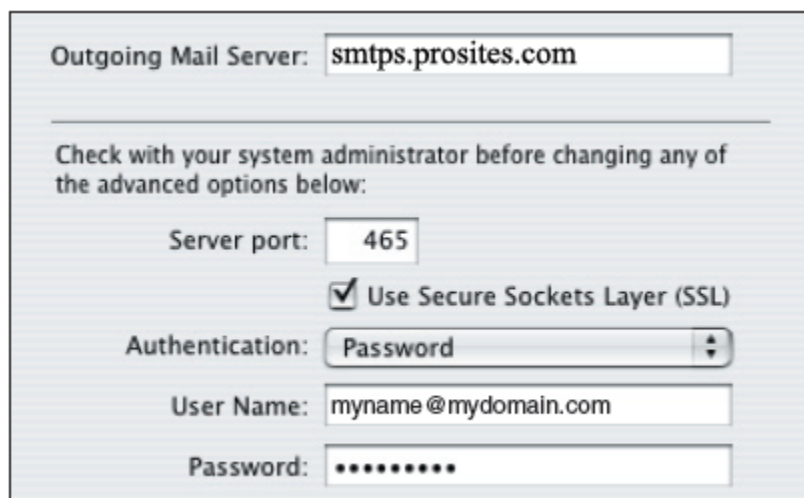
1. In the Incoming Mail Server box, enter the secure server name: secure.emailsrvr.com
2. Click the Advanced tab.
3. Check the Use Secure Sockets Layer (SSL) box.
4. The number in the Port box will change



A screenshot of the Incoming Mail Server settings window. The 'Port' field is set to 995, and the 'Use SSL' checkbox is checked. The 'Authentication' dropdown menu is set to 'Password'.

### To use the secure outgoing mail server

1. Click the Account Information tab.
2. Click the Server Settings button.



A screenshot of the Outgoing Mail Server settings window. The 'Outgoing Mail Server' field is set to smtps.prosites.com. Below this, a warning message reads: 'Check with your system administrator before changing any of the advanced options below:'. The 'Server port' field is set to 465, and the 'Use Secure Sockets Layer (SSL)' checkbox is checked. The 'Authentication' dropdown menu is set to 'Password'. The 'User Name' field is set to myname@mydomain.com, and the 'Password' field is masked with dots.

3. In the Outgoing Mail Server box, enter the secure server name: **smtps.prosites.com**
4. Check the Use Secure Sockets Layer (SSL) box.
5. Replace the default Server port with the secure port 465.
6. Click the OK button.
4. Close the Accounts window.
5. When prompted to save your changes, click the Save button.