NetSource E-mail Setup – Apple OS X Mail (Additional E-mail Account)

Step 1 - Launch Apple Mail.
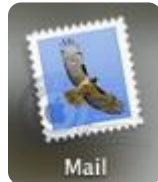
Step 2
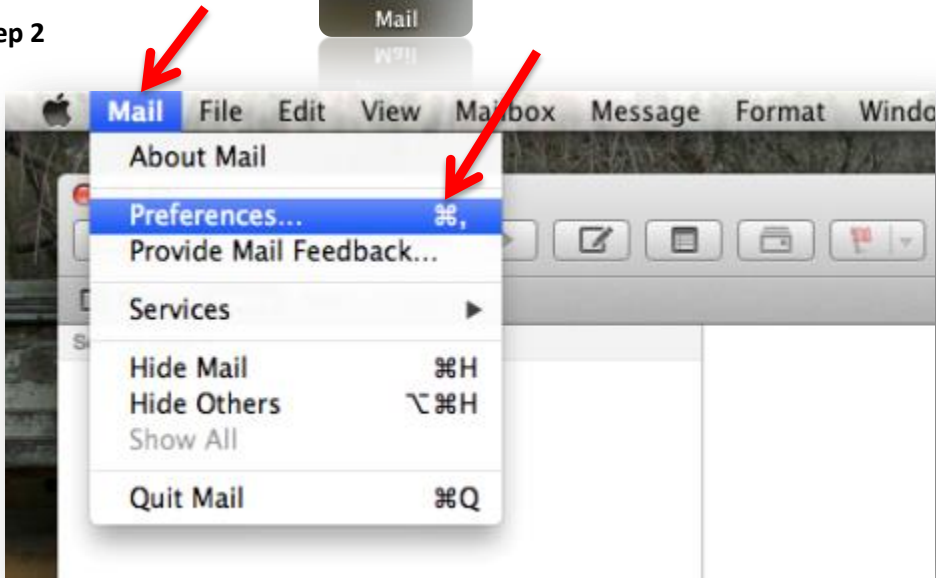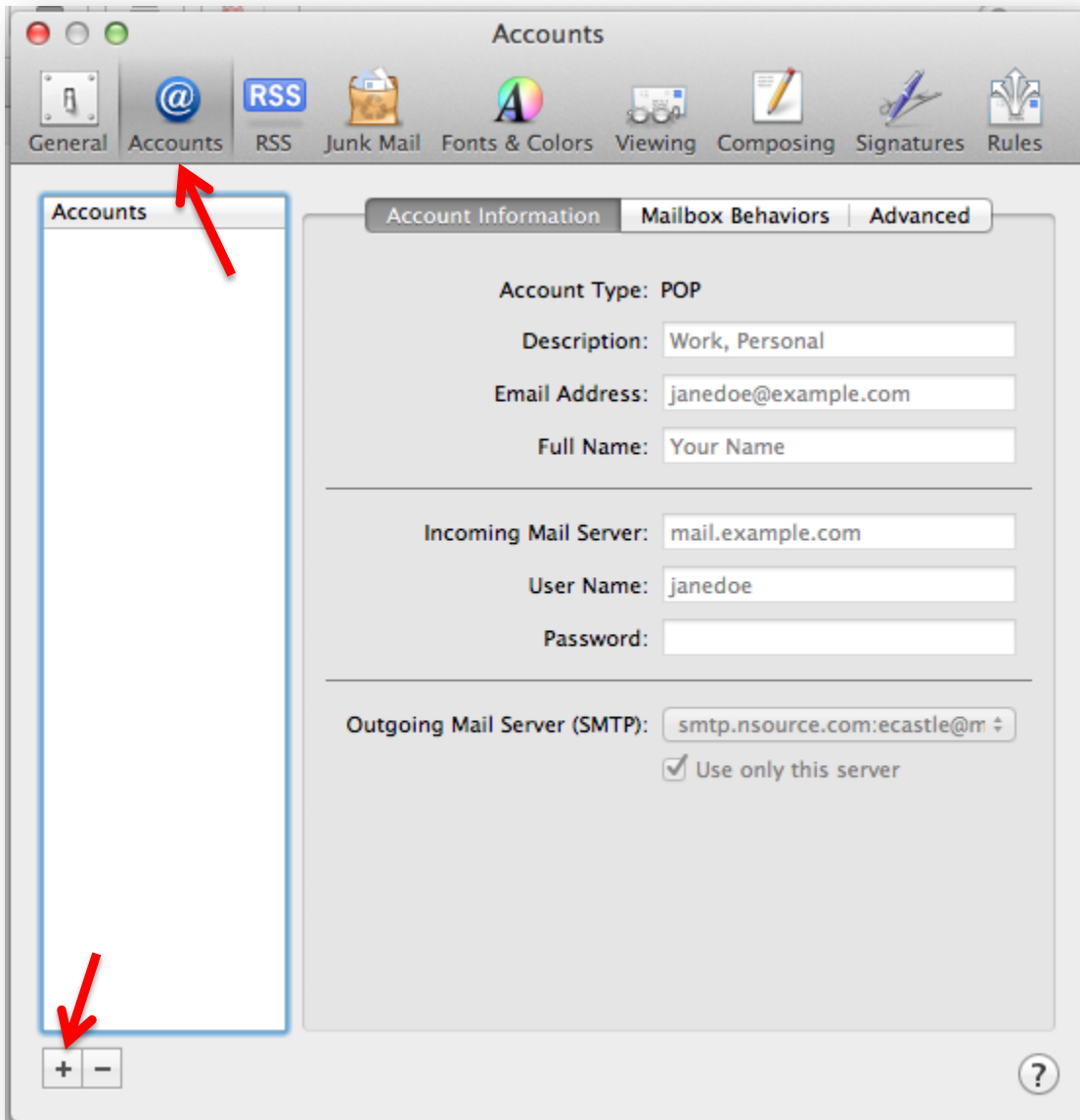

Click on the **Mail pull down menu** near the top left of your screen and select **Preferences**.

Step 3

Click on the **Accounts tab** and click on the **Plus Sign button** at the bottom of the list of email accounts to the left. The **Add Account** screen will pop up.

Step 4

Fill in the requested fields and click **Continue**.

Step 5

Fill in the following requested information and click **Continue**.

Account Type: POP
Description: [enter your full email address]
Incoming Mail Server: pop.nsource.com
Username: [enter your full email address]
Password: [enter the email account password]

Step 6

Fill in the following requested information and click **Continue**.

Description:	[enter your full email address]
Outgoing Mail Server:	smtp.nsource.com
Use Only This Server:	Yes. Make sure this box is checked.
Use Authentication:	Yes. Make sure this box is checked.
Username:	[enter your full email address]
Password:	[enter the email account password]

Step 7

Confirm that the information is correct on the above screen and click on **Create**.

Step 8
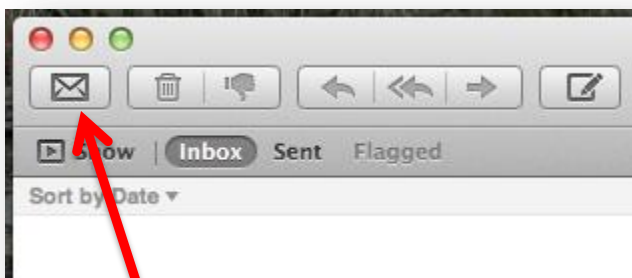
Press the "**Get New Messages**" envelope button as illustrated above to receive your email. To change the interval at which Apple Mail checks for new email, click on the **Mail pull down menu** near the top left of your screen, select **Preferences**, select the **General tab** and modify the time interval next to "**Check For New Messages**."