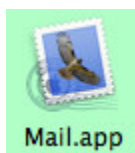


Getting Sunset E-mail with MAC's Mail App

- ✓ Make sure that you have set up an Email address and password. You should have chosen this at the time your Internet was active. However, if you were not able to choose an E-mail address, the please contact our Support Staff at (276) 431-7200. One of technicians will be able to create and E-mail address and password for you.

NOTE: You will be able to change your password after logging in for the first time.

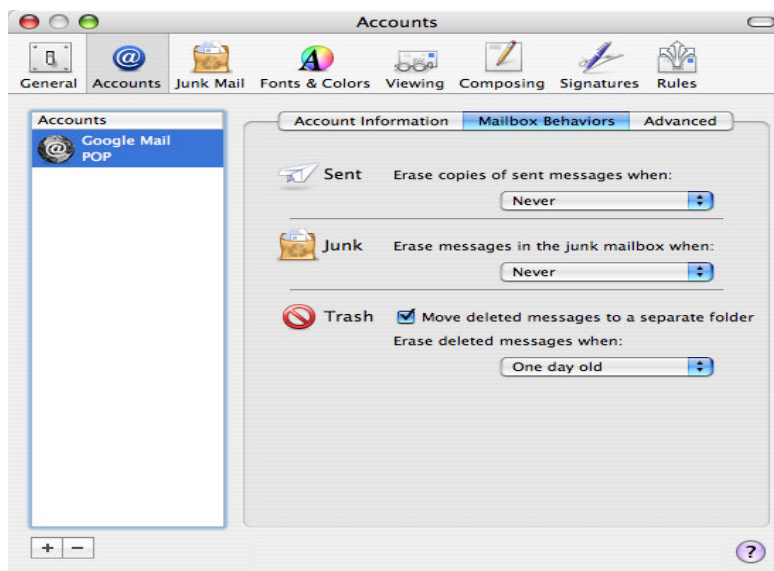
- ✓ Open up Mail. This is usually found in your Applications folder, after opening Finder. Mail will look like a postage stamp.



- ✓ If you have never opened this application before, then you will probably have Mail pop-up and tell you that you will need to have a mail box configured in order to receive E-mail. It should look like the picture below. If you do not see a box pop up to tell you this, then you may already have an email address configured. If this is the case, right click (ctrl + click) on the inbox icon,

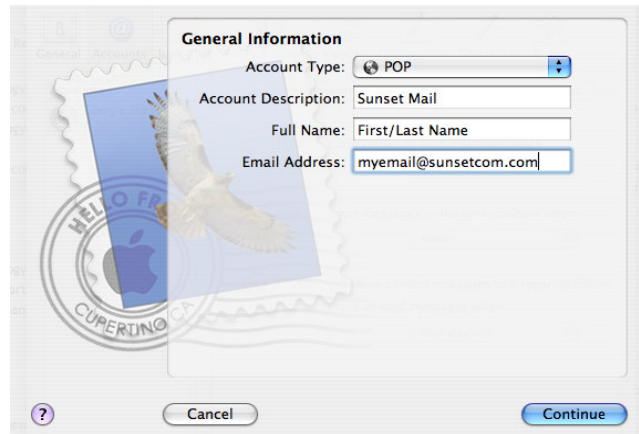


and go to configure “Your Email.” Where “Your Email” is the name of an email account you have already created. You should see a window that resembles the following:



In this example, I have Google Mail already created (you may not have anything showing here, this is normal if nothing is showing up.), and now to add Sunset Mail, click on the “+” icon in the lower left hand corner.

- ✓ Once you have clicked on the “+” lower left-hand corner, you should see a window that resembles the following:



Be sure to change the Account type to **POP**, and the Account Description to **Sunset Mail** (so you know what it is later.) Also insert your first and last name in the full name field, and be sure to insert your **FULL** email address that you had set up in the email address field. The above example works if the email username you created was “myemail” along with the **@sunsetcom.com** at the end. From here click continue.

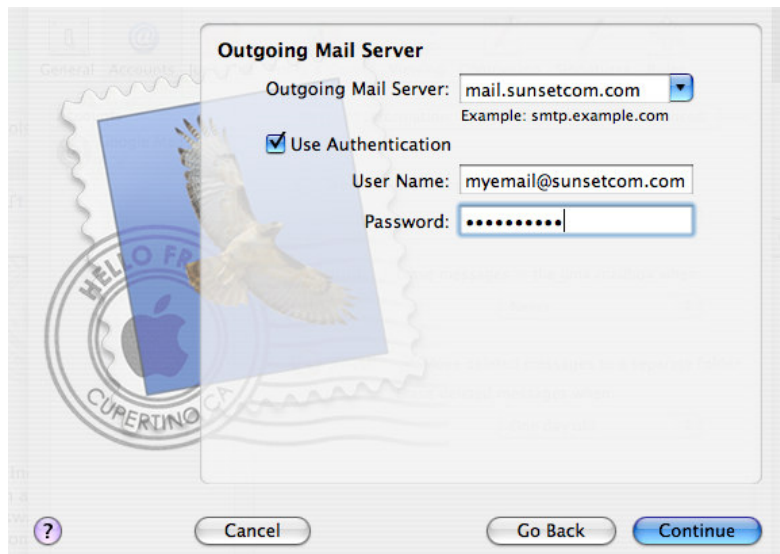
- ✓ You should now see the following window:



Be sure that the Incoming Mail Server says “**mail.sunsetcom.com**”, your username has the **@sunsetcom.com** at the end, and you enter your correct password.

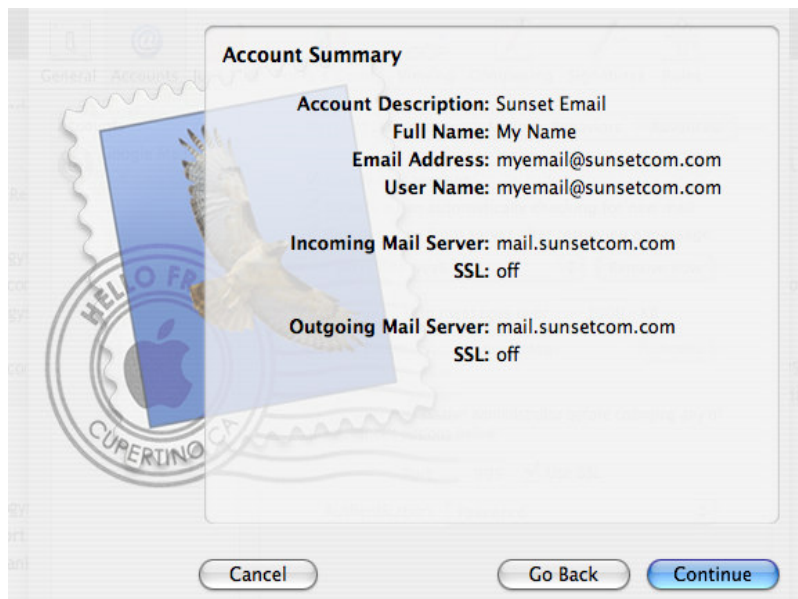
NOTE If you are wanting to change your password, be sure to log into the web interface and change your password there before clicking continue. The address is <http://mail.sunsetcom.com>. If you have done so, or want to keep the password we set for you then click continue.

- ✓ You should now see the following window:



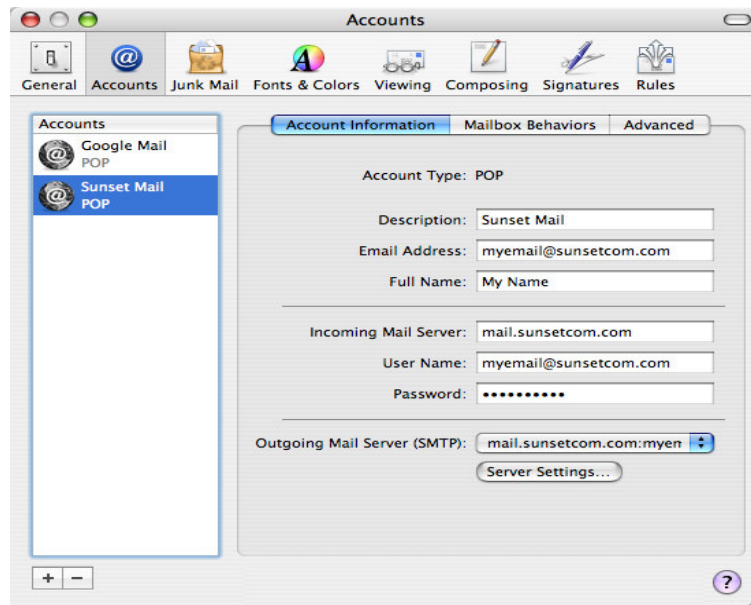
Be sure that the outgoing mail server says **mail.sunsetcom.com**, and that the “**Use Authentication**” checkbox is checked. Also be sure that you have your **Full** username including the **@sunsetcom.com** at the end with the correct password. Once this is done, click continue.

- ✓ You will now see a window that will summarize everything for you. It should resemble this:

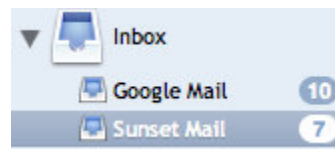


Click continue.

- ✓ You are now finished setting up your email address. Click on Done. Once this is done you should see an email account named “Sunset Mail” (assuming you called it “Sunset Mail.”)



- ✓ You can now hit the red “X” in the upper left hand corner. If you see a prompt to save, be sure to click save. You will now have your Sunset Mail configured. You may or may not see a little arrow to the left of the “Inbox” icon. If you do not, then you only have Sunset Mail, if you do have a little arrow, then click on it to expand out your different emails.



- ✓ You should now be able to send and receive your Sunset Email from your MAC!