## RUNNINGFISH

## Email Set up On Mac Mail

## Create a new email account

- 1. Open Mac Mail
- 2. Mail > Add Account
- 3. Selected mail account provider
- 4. Tap **Continue**
- 5. Add account information
- 6. Tap **Create** 
  - a. If prompted with "Unable to verify account name or password", select **IMAP** for account type and input mail.DOMAIN.com for Incoming Mail Server and Outgoing Mail Server
  - b. Tap Sign In
- 7. Select the apps you want to use with this account: Mail Leave checked
- 8. Tap Done

## **Account Options**

- Apple menu > System Preferences > Notifications
- Select Mail app
- Show notifications on lock screen: Leave checked
- Show in Notification Center: Leave checked
- Badge app icon: Leave checked
- Play sound for notifications: Leave checked
- Mail > Preferences > General
- Check for new messages: **Every hour**
- Tap **OK**