


## [Mac Mail Setup Guide for acg.edu \(POP\).](#)

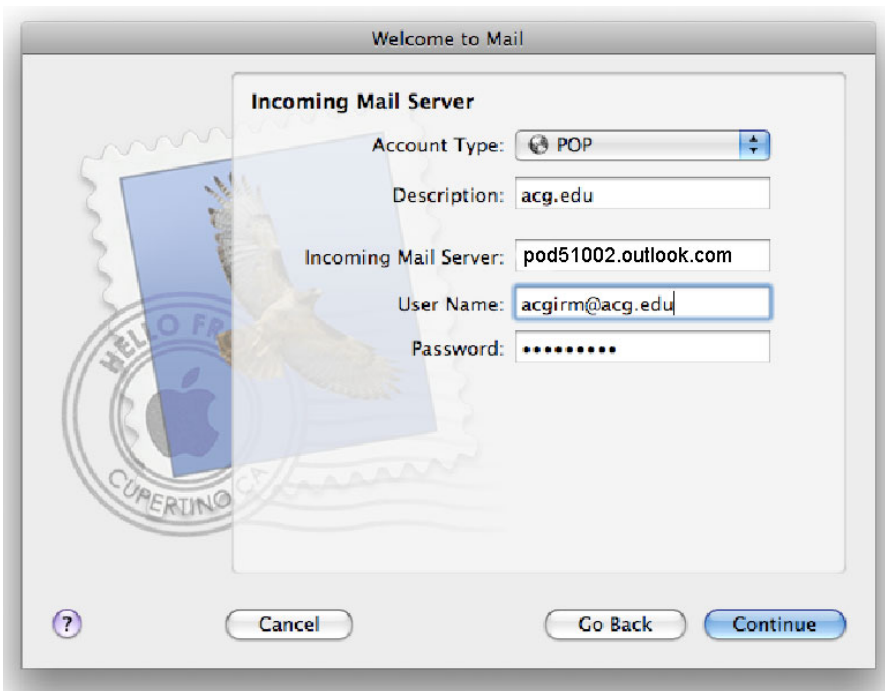
**Step 1:** If you've never set up any e-mail accounts using Mail, the Welcome to Mail page opens. Go to step 2

**Step 2:** If you've already created e-mail accounts using Mail, on the **Mail menu**, click **Preferences**. On the Accounts tab, click the plus sign  at the bottom of the navigation pane to open the Add Account window.

**Step 3:** For Full Name, enter your name as you would like it displayed. Enter your full Email address (username@acg.edu). Enter your password at the password field. Click **Continue**.



**Step 4:** Set the **Account Type** to **POP**. The description can be whatever you like. For the **Incoming Mail Server**, type **pod51002.outlook.com**. The **username** is your complete email address (username@acg.edu). Enter your **password** at the password field. Click **Continue**.



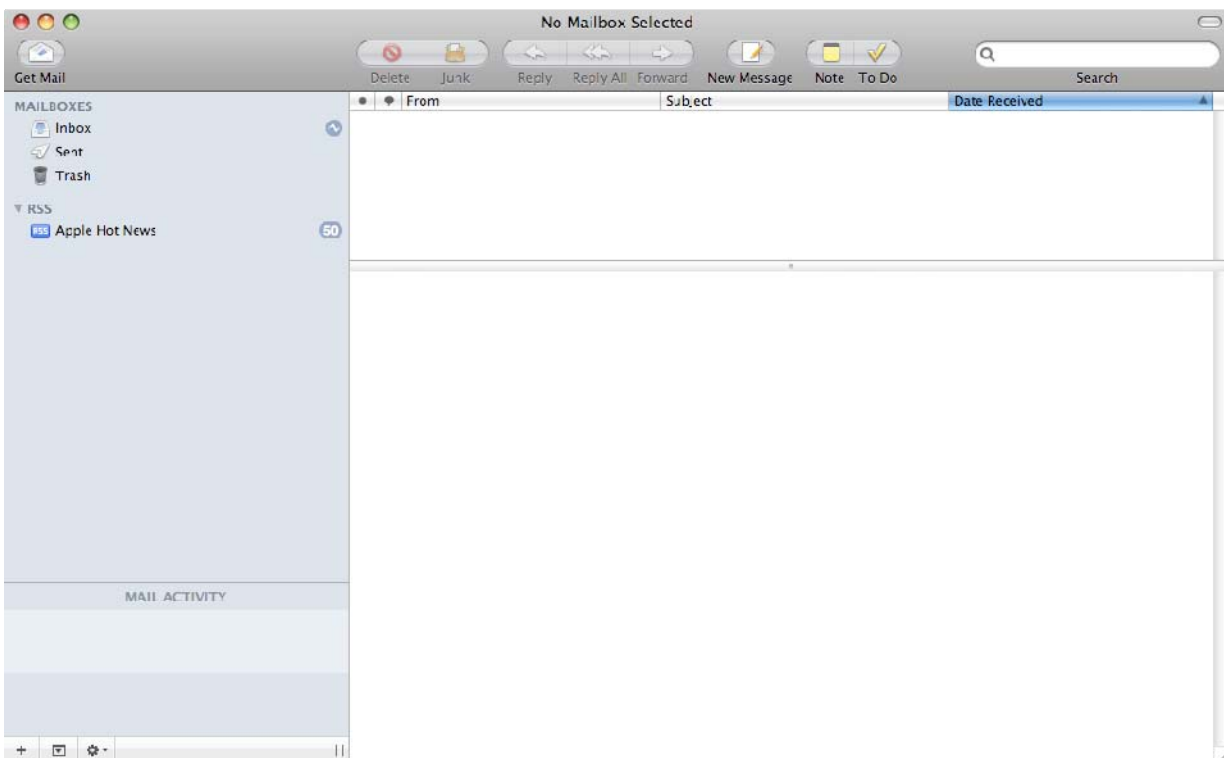
**Step 5:** The description can be whatever you like. For the **Outgoing Mail Server**, type **pod51002.outlook.com**. Check option **"Use only this server"**. Check option **"use authentication"**. The **username** is your complete email address (username@acg.edu). Enter your **password** at the password field. Click **Continue**.



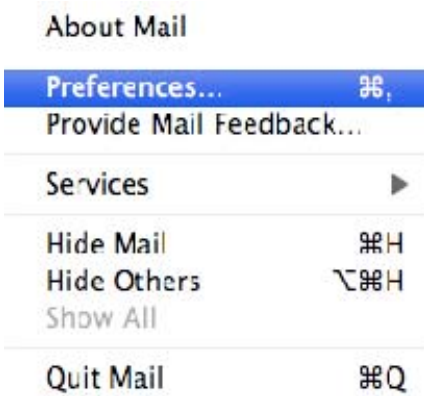
**Step 6:** Review the options at the **Account Summary**. Uncheck the option **“Take account online”**. Click **Create**.



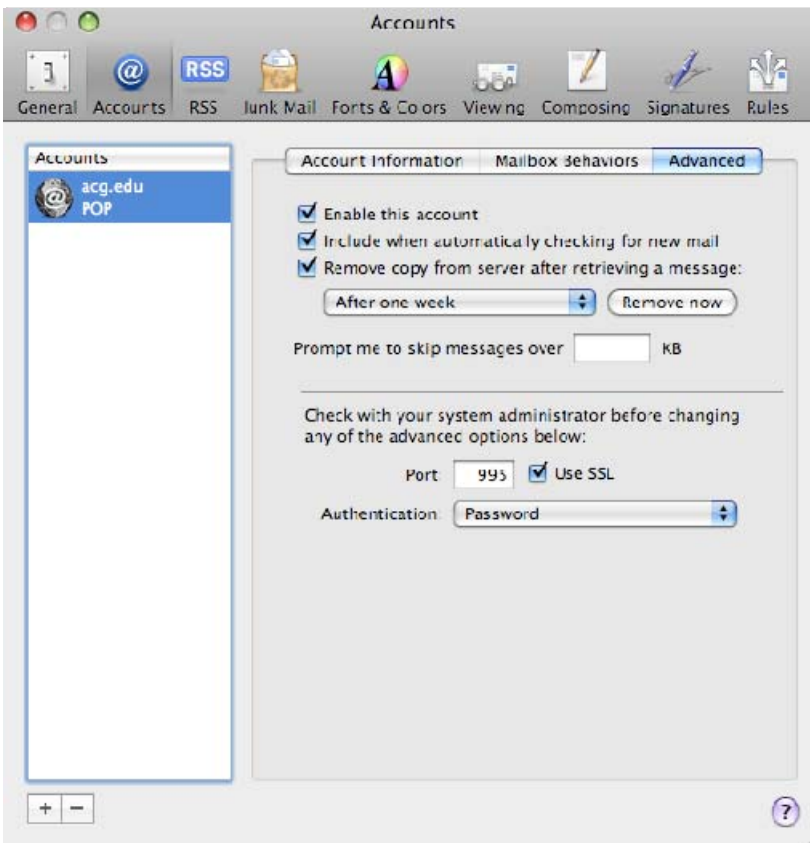
**Step 7:** The main mail window appears. Your account is not yet online.



**Step 8:** From the **Mail** Menu, choose **Preferences**.



**Step 9:** Navigate to the **Accounts** tab. Uncheck the option “**Remove copy from server after retrieving a message**” if you want the messages to be kept on the acg.edu server after downloaded at you Mac. **Close** this window and **Save** the changes.



**Step 10:** From the **Mailbox** menu, choose **Take All Accounts Online**.

