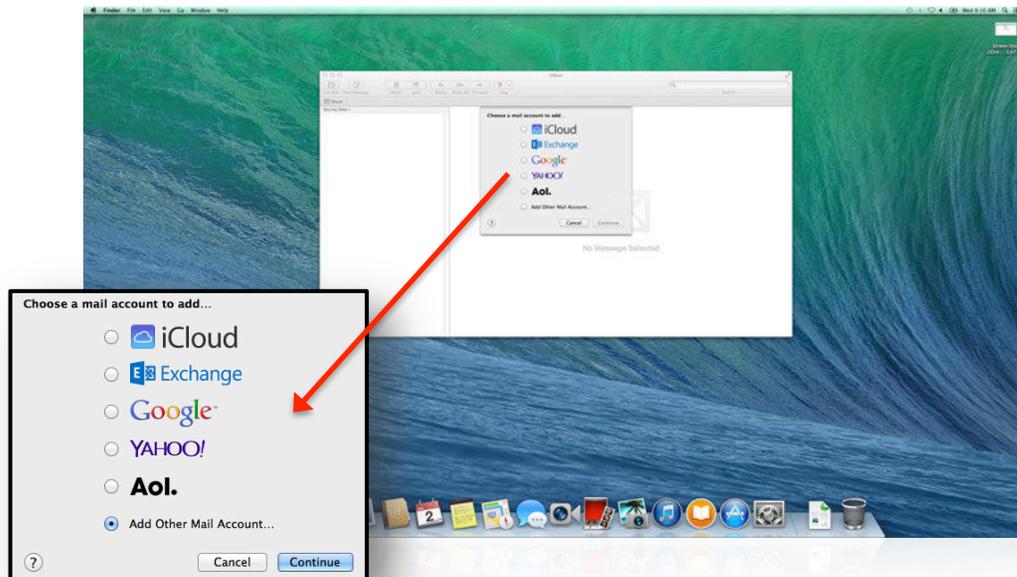


Wightman

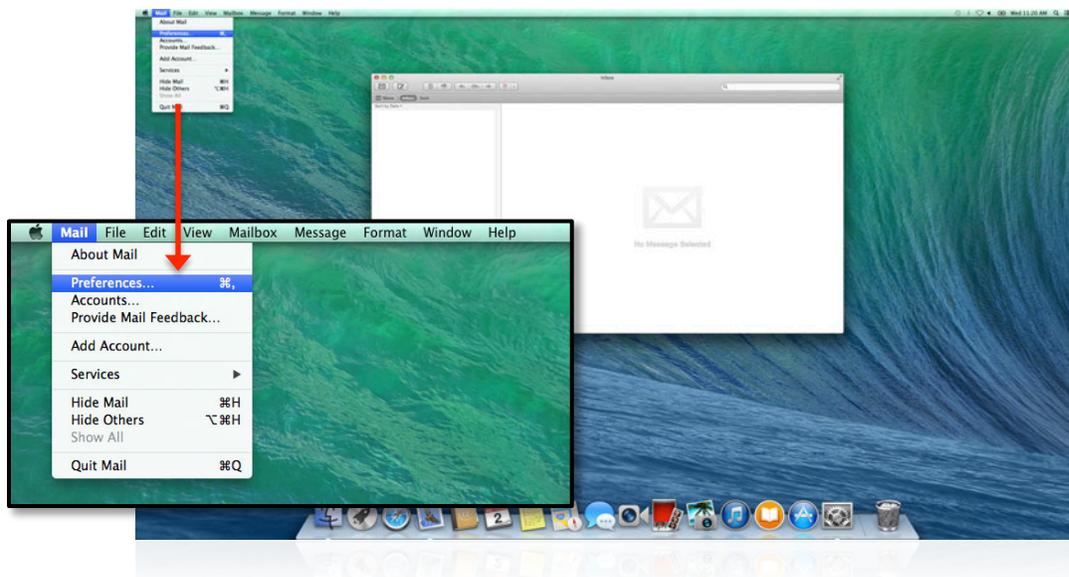
Apple Mail Setup for Mac (OS X Mavericks)

1. Launch Mac Mail.

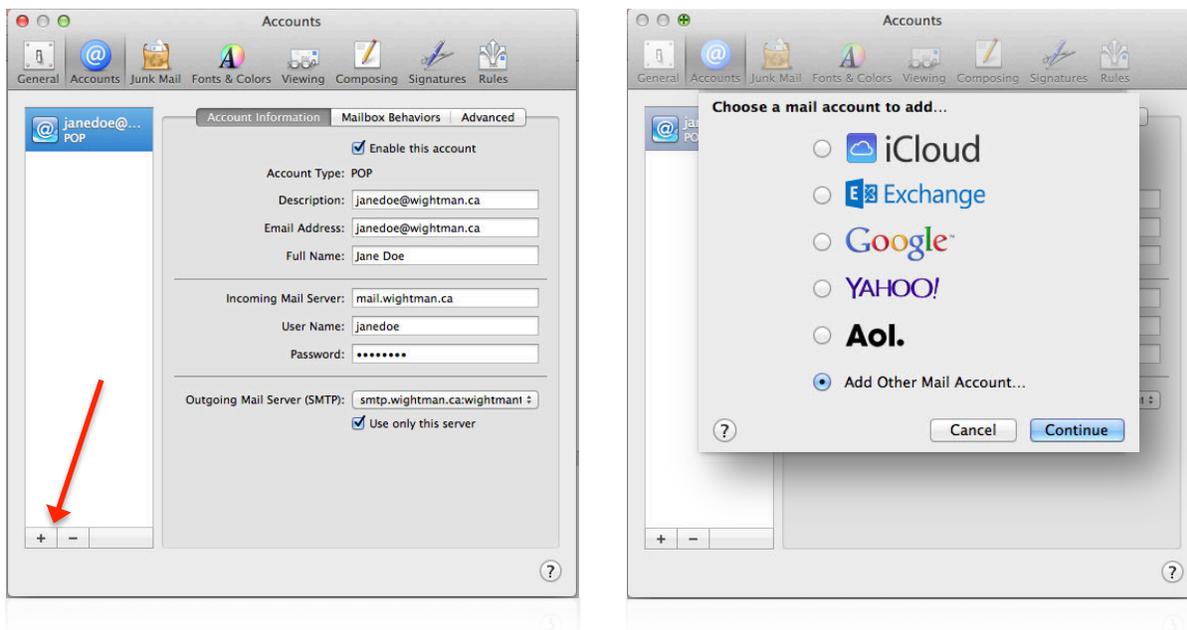
- If Wightman email is the first email account ever added to Mail, this setup screen will appear. Please select **Add Other Mail Account...** and click Continue. Go to Step 2.



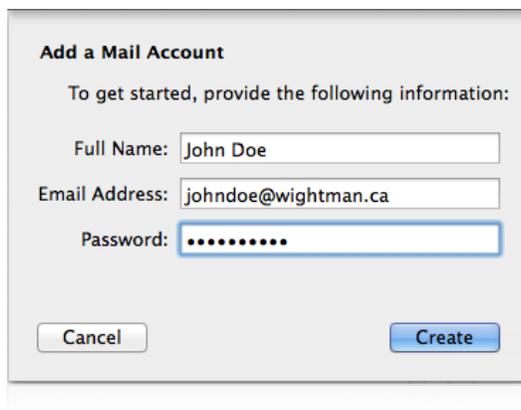
- If another account is already set up in Mail, select **Mail** in the Taskbar, then **Preferences...**



Select the **Accounts** tab. Then click the **+** sign to add a new account. A drop down menu will appear. Please select **Add Other Mail Account...** and click Continue.



2. Enter your email account information (your **Email Address** and **Password** were created when you signed up for Wightman's email service). After entering your account information, click Create.



3. Enter Wightman's Incoming Mail Server information:

Account Type: Select IMAP or POP

→ [What's the difference?](#)

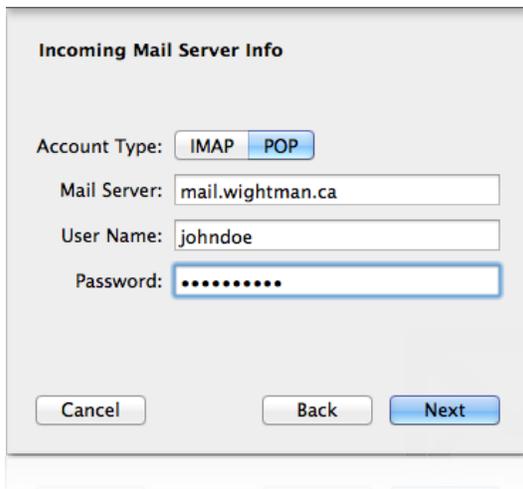
- A POP account is like a funnel from Wightman's email server to you. When Mail checks your email, your messages are "funneled" to your computer or mobile device. Any changes made to email on your device (like deleting a message) *will not be reflected* on the server.

- An IMAP account is like a bridge from Wightman's email server to you. When Mail checks your email, messages "cross" back and forth between the server and your computer or mobile device. Any changes made to email on your device (like deleting a message) *will be reflected on the server.* ***This is the best option for syncing email between multiple devices.***

Mail Server: mail.wightman.ca

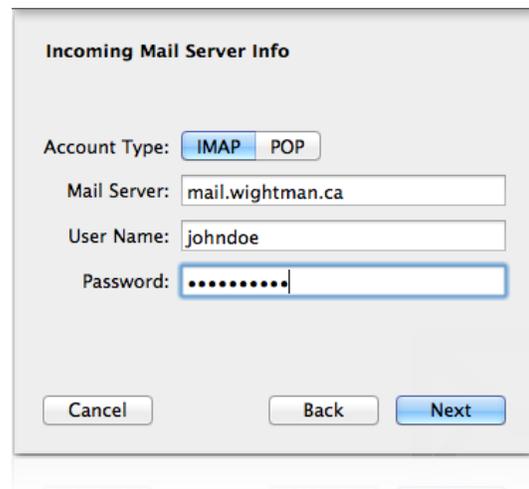
User Name: The portion of your email address that appears before the "@" symbol.

Password: The password you created when you signed up for Wightman email service.



The screenshot shows a dialog box titled "Incoming Mail Server Info". It has two radio buttons for "Account Type": "IMAP" and "POP". The "POP" button is selected. Below are three text input fields: "Mail Server" containing "mail.wightman.ca", "User Name" containing "johndoe", and "Password" containing seven dots. At the bottom are three buttons: "Cancel", "Back", and "Next".

OR



The screenshot shows a dialog box titled "Incoming Mail Server Info". It has two radio buttons for "Account Type": "IMAP" and "POP". The "IMAP" button is selected. Below are three text input fields: "Mail Server" containing "mail.wightman.ca", "User Name" containing "johndoe", and "Password" containing seven dots. At the bottom are three buttons: "Cancel", "Back", and "Next".

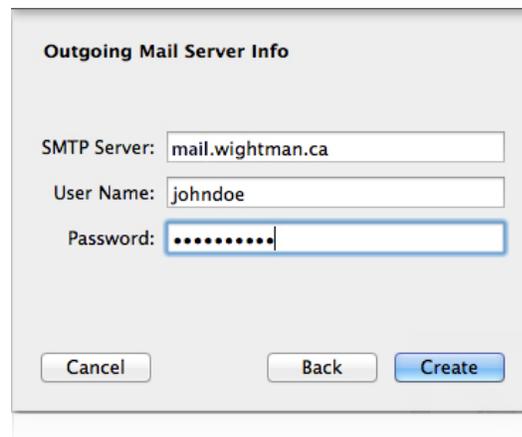
4. Enter Wightman's Outgoing Mail Server information:

SMTP Server: mail.wightman.ca

User Name: Same as Step 3.

Password: Same as Step 3.

Click Create to finish setting up Mail.



The screenshot shows a dialog box titled "Outgoing Mail Server Info". It has three text input fields: "SMTP Server" containing "mail.wightman.ca", "User Name" containing "johndoe", and "Password" containing seven dots. At the bottom are three buttons: "Cancel", "Back", and "Create".

*** Setup is complete. ***