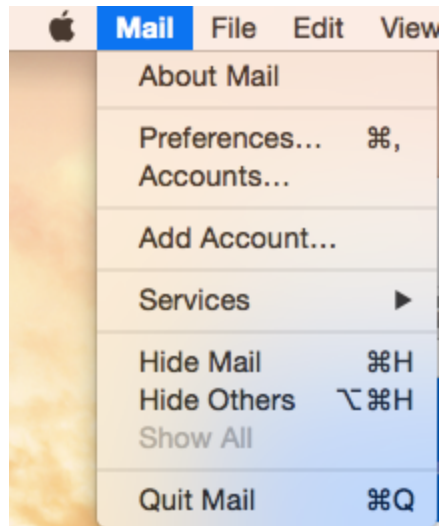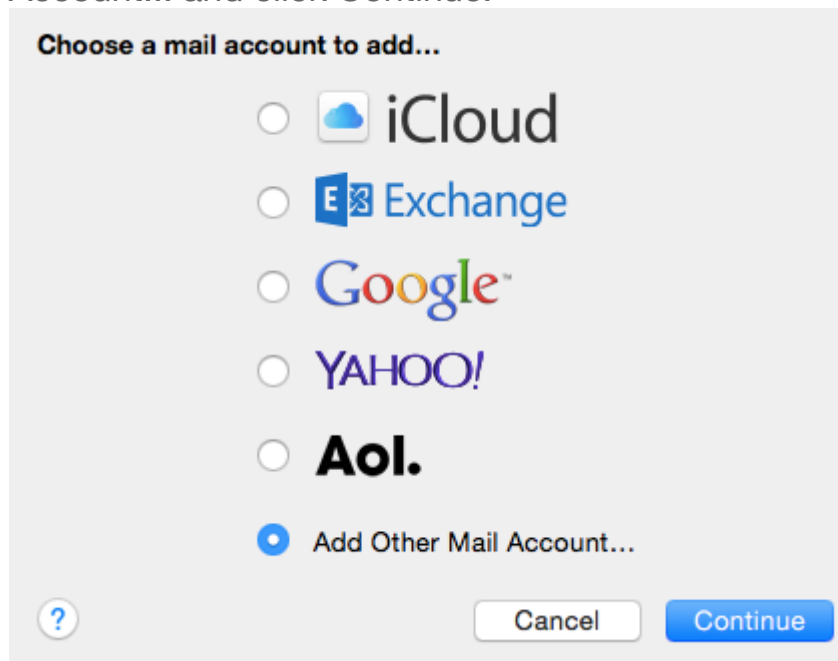1. Open Mail. If you haven't already setup an account in Mail, you'll be taken directly to the **Add Account** prompt. If you're adding an additional account, or this prompt doesn't otherwise load automatically, you'll need to select Add Account from the Mail menu.

2. From the Add Account prompt, select Add Other Mail Account... and click Continue.

3. Enter your email account information.
   - Full Name: Your name as you would like it to appear.
   - Email Address: Your full email address.

▪ Password: The password for your email account.

Add a Mail Account

To get started, provide the following information:

Full Name: John Doe

Email Address: john@dv-example.com

Password: ••••••••••••

Account must be manually configured

Cancel   **Next**

Click the Create button when you're ready.

4. Mail will attempt to contact the mail server. Then it will display a message: "Account must be manually configured". Click the Next button to complete setup manually.
5. Next, enter your incoming mail server information.
   ▪ Account Type: IMAP
   ▪ Mail Server: mail.globalnaz.org
   ▪ User Name: Your full email address.
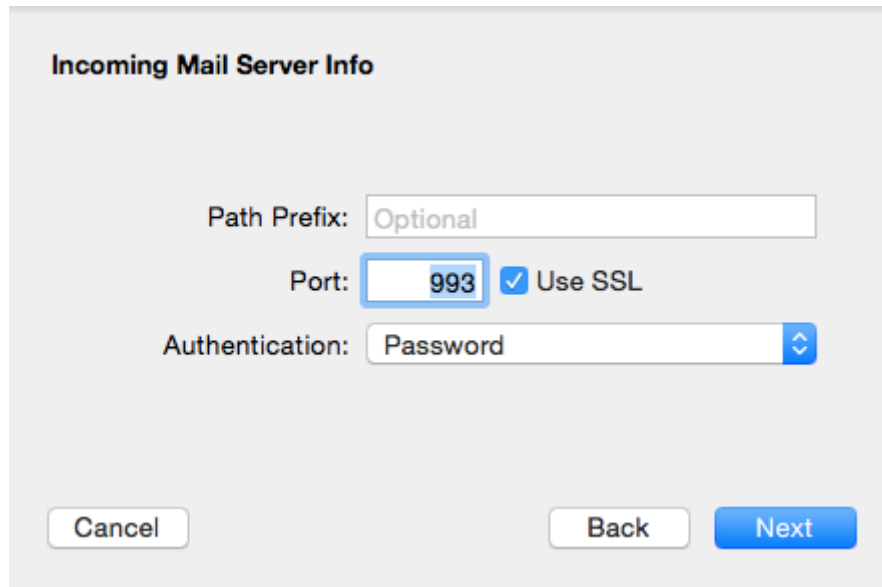   ▪ Password: The password for your email account.

Incoming Mail Server Info

Account Type: IMAP POP

Mail Server: mail.dv-example.com
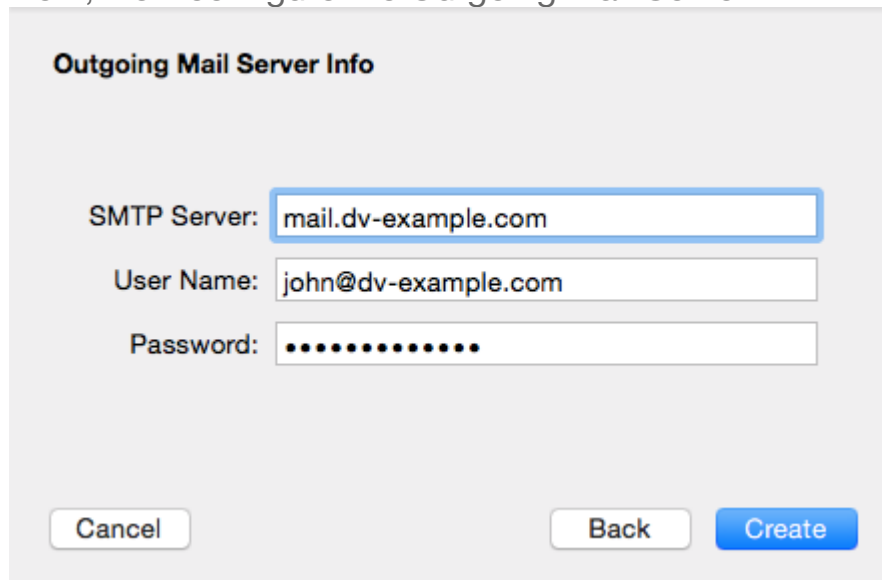
User Name: john@dv-example.com

Password: ••••••••••••

Cancel   Back   **Next**

6. Click the Next button to proceed. You will be taken to a second screen to confirm additional details.

Incoming Mail Server Info

Path Prefix: [Optional]

Port: [993] ☑ Use SSL

Authentication: [Password ⌄]

[Cancel]   [Back]   [Next]

- Path Prefix: Leave this area blank.
- Port: 993 Use SSL.
- Authentication: Be sure that Password is selected from the dropdown menu.

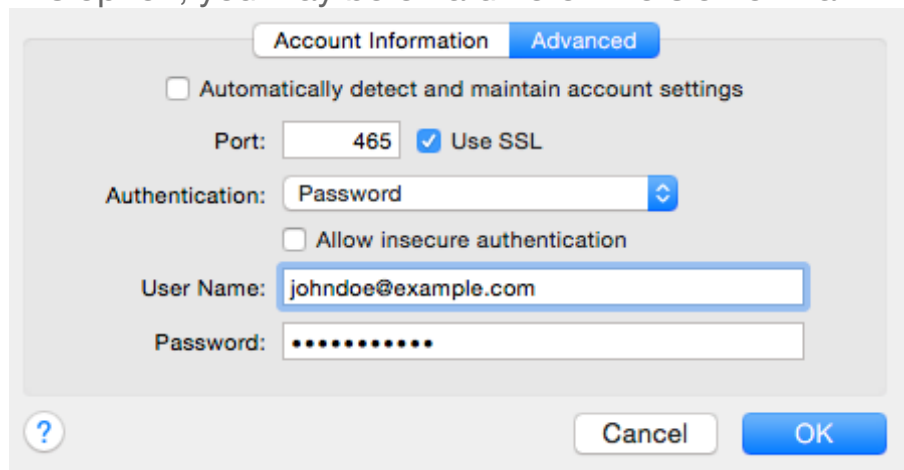7. Next, we'll configure the Outgoing Mail Server.

Outgoing Mail Server Info

SMTP Server: [mail.dv-example.com]

User Name: [john@dv-example.com]

Password: [•••••••••••••]

[Cancel]   [Back]   [Create]

- SMTP Server: mail.globalnaz.org
- User Name: Your full email address.
- Password: The password for your email account.

8. Click the Create button when you're ready.
9. Your email account has been created, but you'll want to verify a few steps before you get started. Select "Preferences" from the Mail menu, and click on the "Accounts" tab from the Preferences window.
10.   Select your new account from the left hand column.
11.   Click the "Advanced" tab and uncheck the box to "Automatically detect and maintain account settings."
12.   Navigate back to the "Account Information" tab. This time, select Edit SMTP Server List... from the *Outgoing Mail Server (SMTP) drop-down menu.*

13.   You will be taken to the SMTP server list. Highlight the Globalnaz account in the list. Click the *Advanced* tab and verify the following settings:
     - Be sure the box to "Automatically detect and maintain account settings" is **not** checked!
     - Enter port 465 and check the Use SSL box.
     - Select "Password" from the *Authentication* drop-down menu, and make sure the "Allow insecure authentication" box is NOT checked. If you don't see this option, you may be on a different version of Mail.

You can now close the Accounts window. That's it! You just configured your regional email address on Apple Mail.