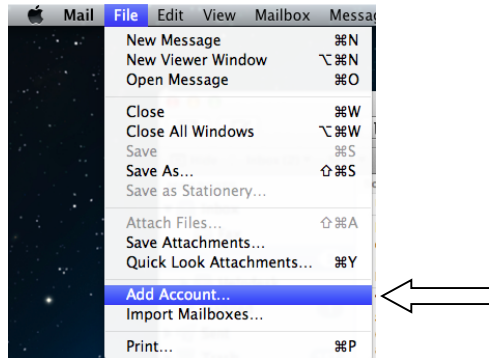


How to Add an E-mail Account in the Mac Mail App

- Open up the **Mac Mail** app.



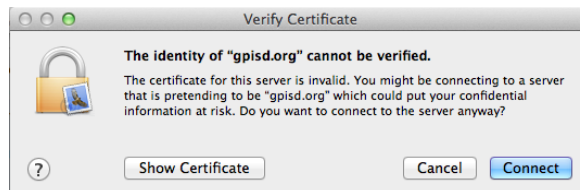
- Once the app is open, click on **“File”** on the menu bar at the top of your screen.
- Click on **“Add Account.”**



- Enter the full name for this account in the **“Full Name field”**
- Enter the email address for the account you want to add and the password for this account then click **“Continue.”**



- Click connect.



- **Account Type:** Select Exchange from the drop down
- **Description:** Optional

- **Incoming Mail Server:** mail.gpsid.org
- **Username:** The username for this account
- **Password:** The password for this account
- **Also set up:** Select or Deselect (your choice) Contacts & Calendar
- Click **“Continue.”**



- If all of the information is correct, you will see a check mark in the box by **“Take account online.”**
- Click **“Create”** and you should see mail start coming in for the new account. Can take up to 5-10 minutes.

