



Mac Mail

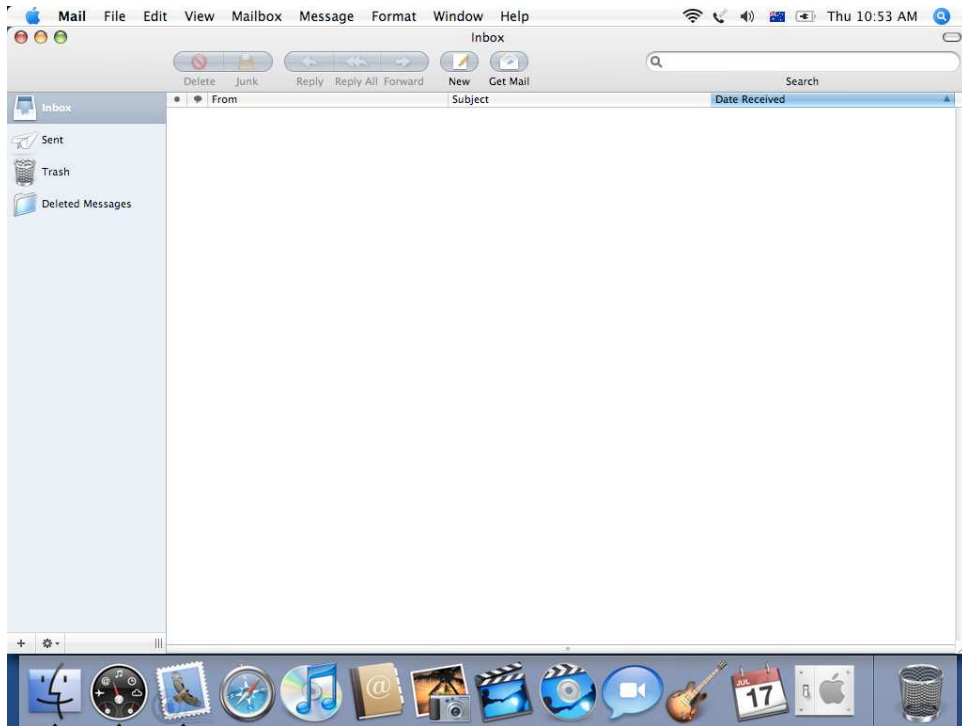
New Email Setup (Pages 2- 4)

Remove Old Account (Pages 5-7)

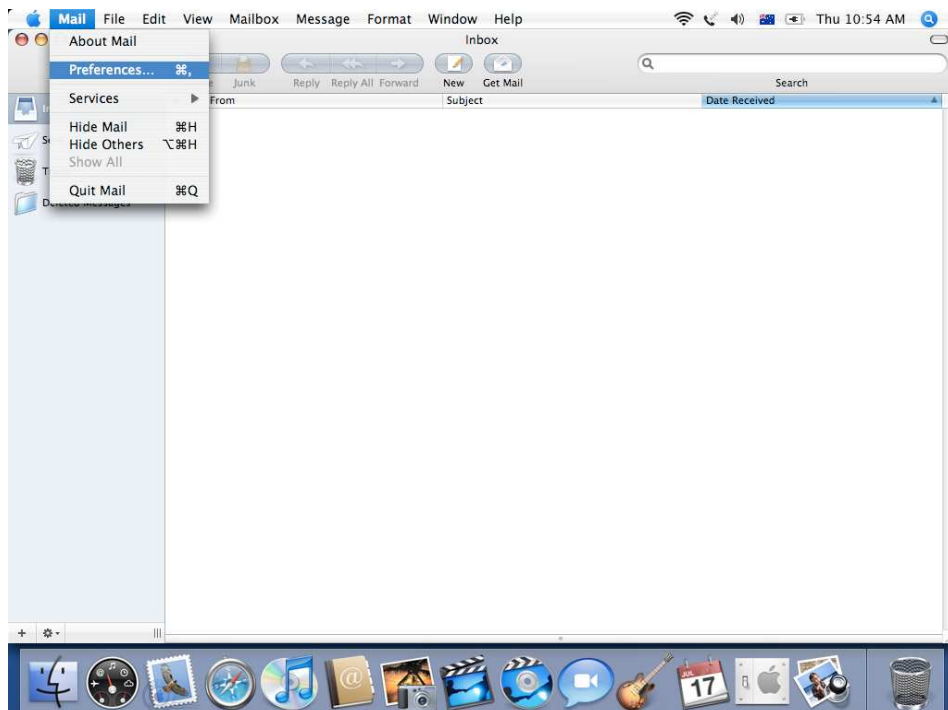
Leave A copy of Message On Server (pages 8-10)

New Email Setup

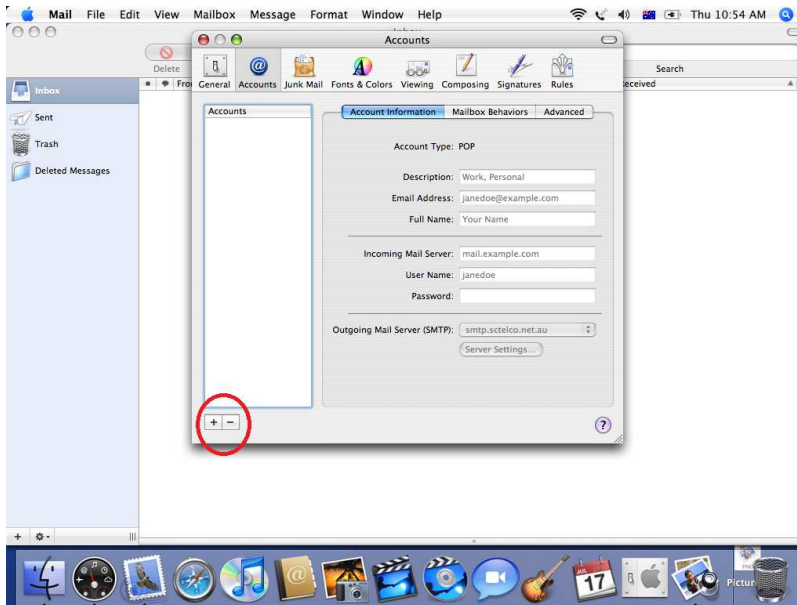
1. Open Mac Mail



2. Go to the **Mail** Menu & Select **Preferences**



3. In the Bottom Left hand corner, click on the + button

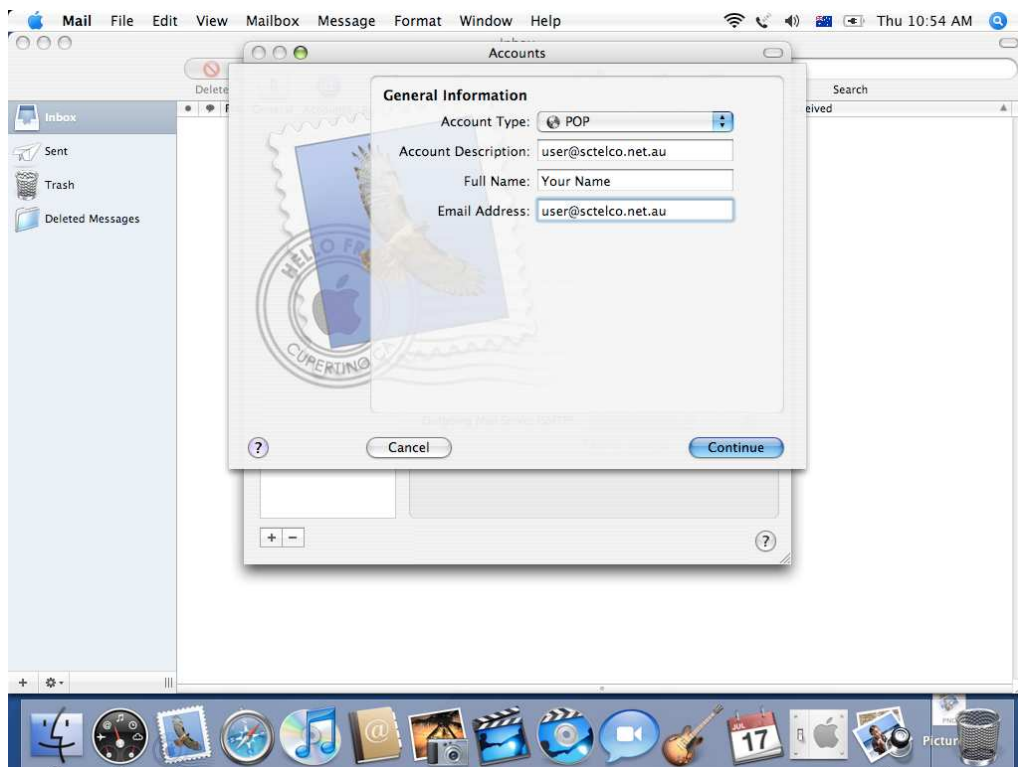


4. Enter your account details below & click the Continue you button. It will sit at this window & check your settings. It may take few minutes for this to complete.

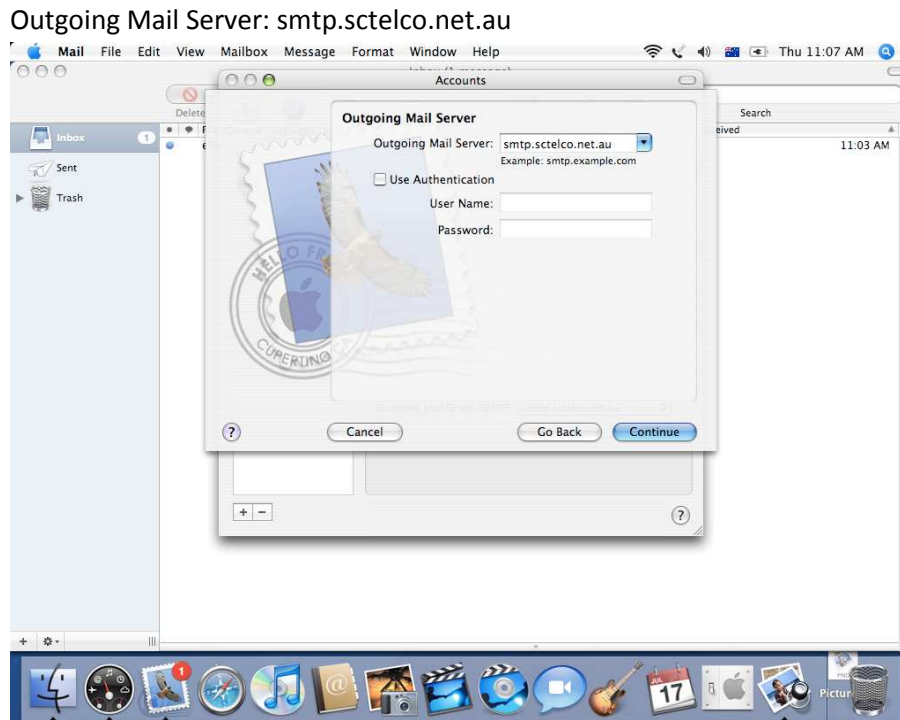
Incoming Mail Server: mail.sctelco.net.au

User Name: user@sctelco.net.au

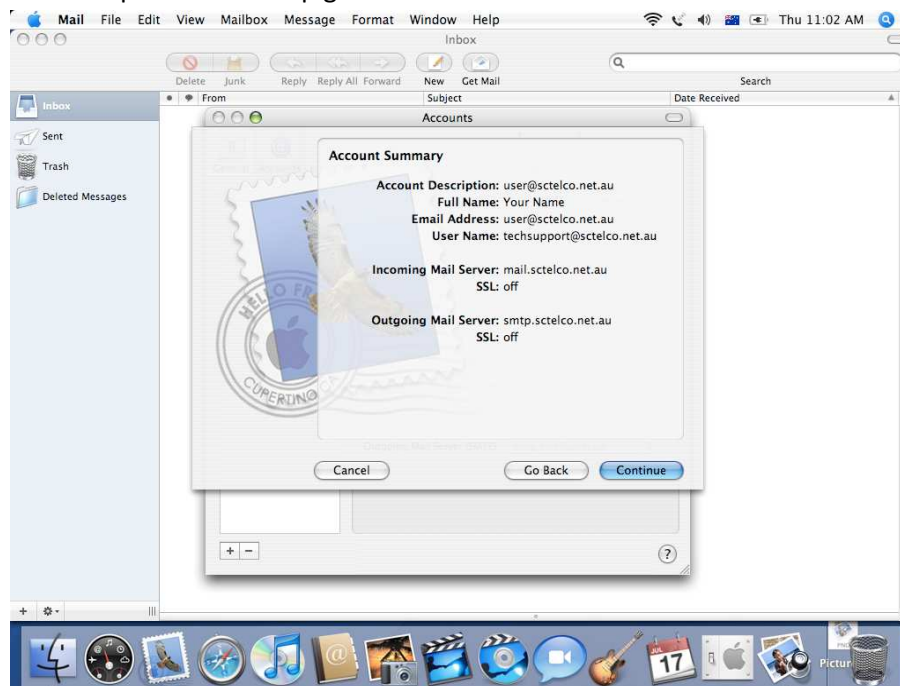
Password: Enter your SCTelco email password



5. Enter the Details below & press the **Continue** button. It will sit at this window & check your settings. It may take few minutes for this to complete.



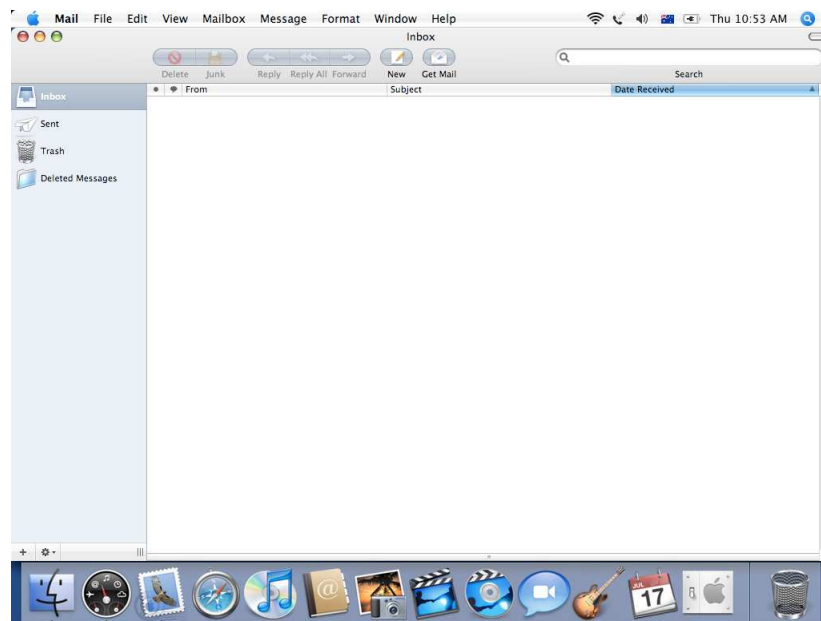
6. You will be prompted with the below Summary Screen, Click the **Continue** Button. You have now completed the setup guide.



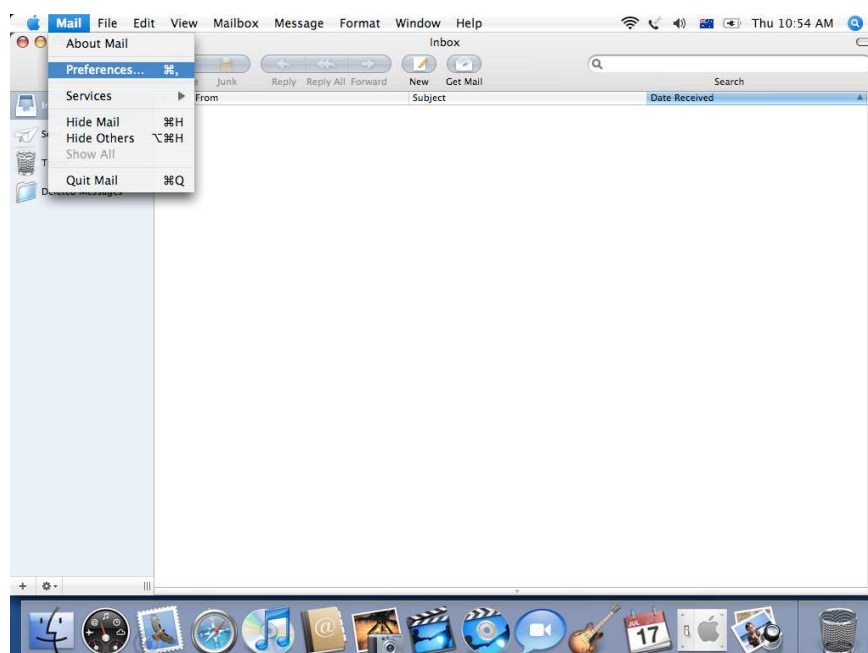
Remove old Account

If you delete the customers email account they will lose all emails current in there mac mail. The only way teh customer can keep the old email account is disable the auto Send/Receive for the account. The below guide explains how to disable the auto send/receive.

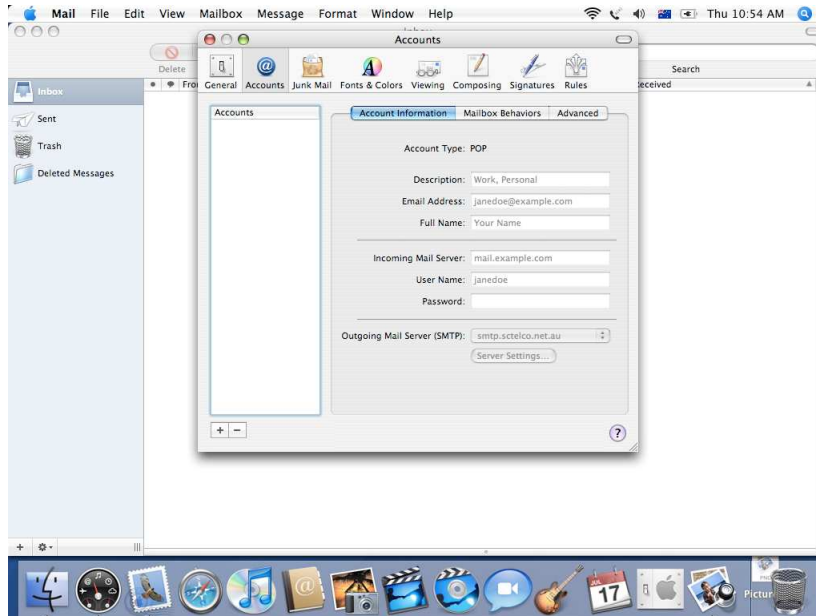
1. Open Mac Mail



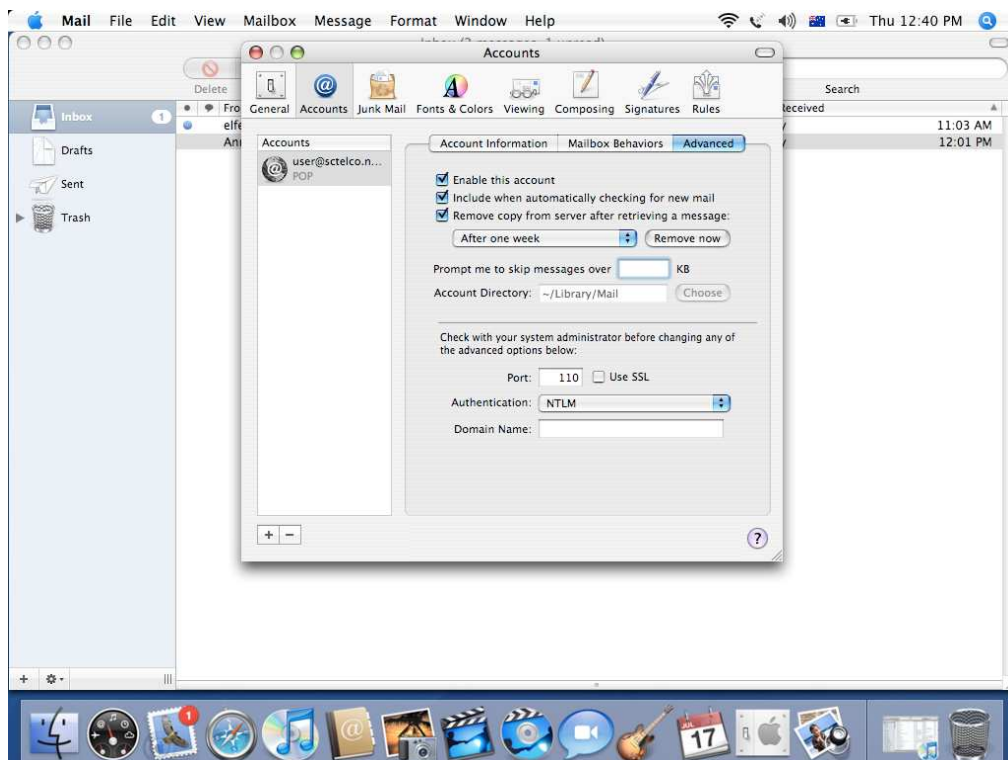
2. Go to the Mail Menu & Select Preferences



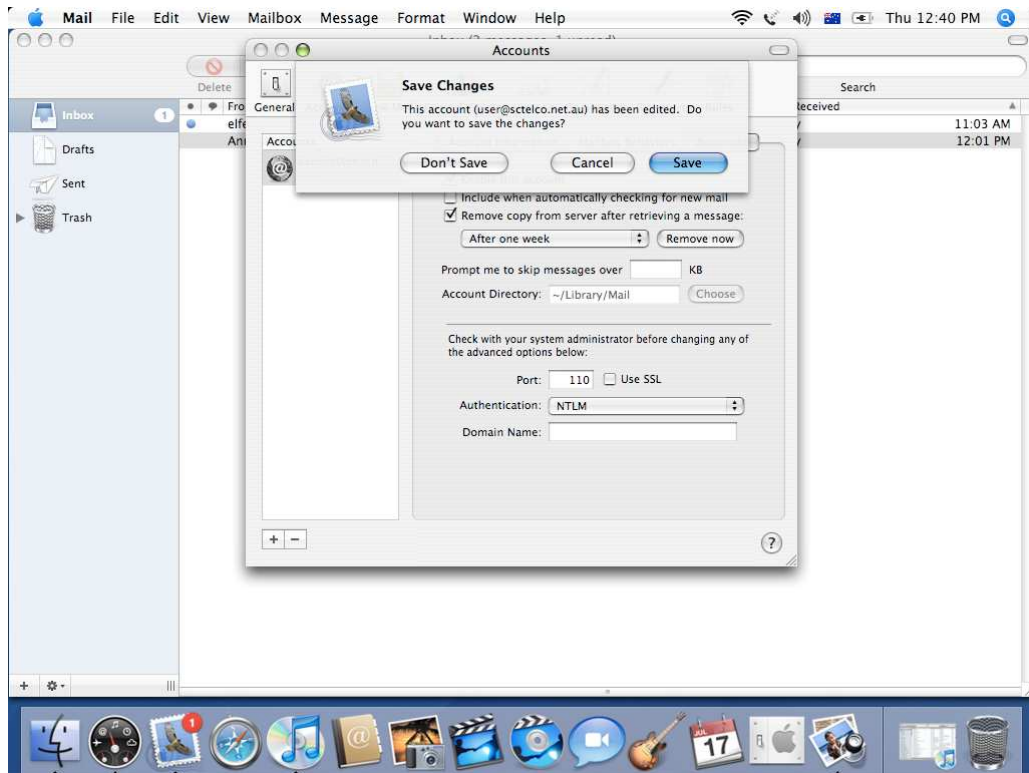
3. Ensure the Account Tab is select. On the left hand side, select the account you want to disable & Click on the **Advanced** Tab



4. In the Advanced Tab, Untick 'include when automatically checking for new mail' & close the page.



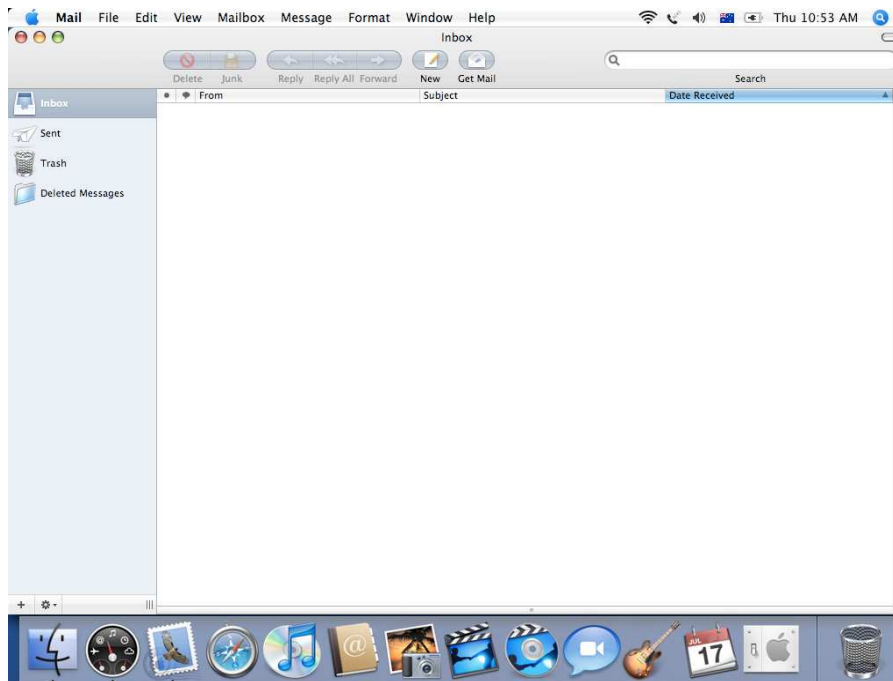
5. You will be prompted with the below page, click the **Save** button. You have now disabled the Email account.



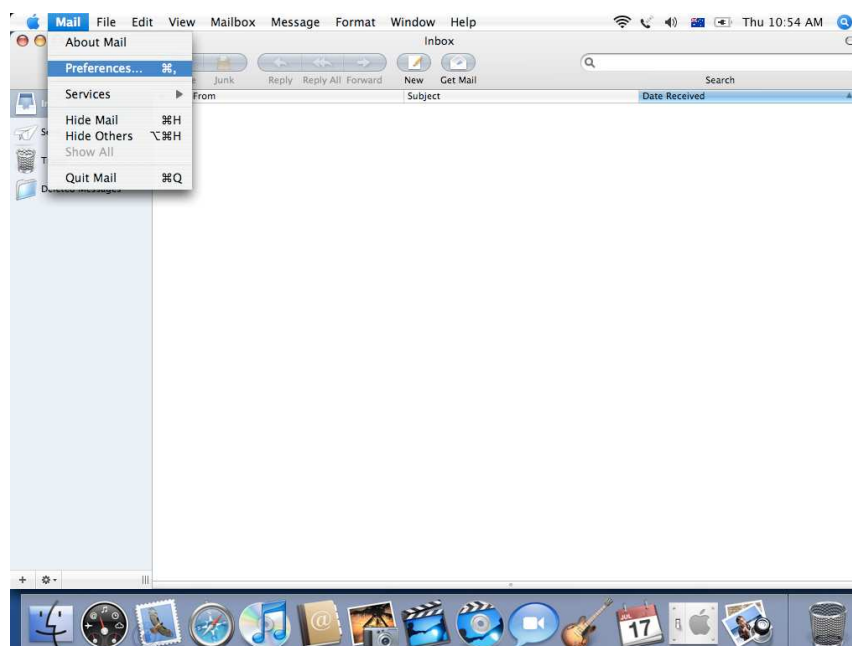
Leave A Copy of Message On Server

By Default, Mac Mail leaves a copy of all emails on the server for 5 days. If you need to change these settings, see below guide.

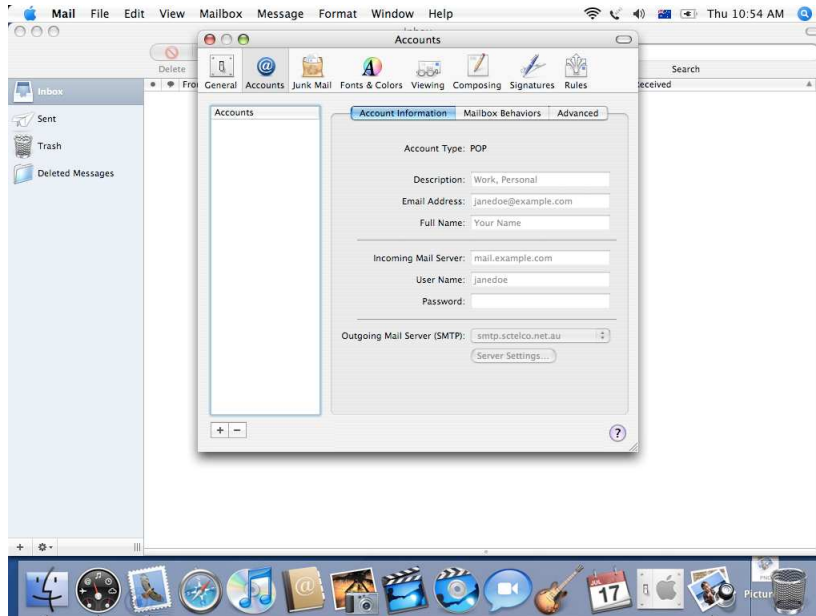
6. Open Mac Mail



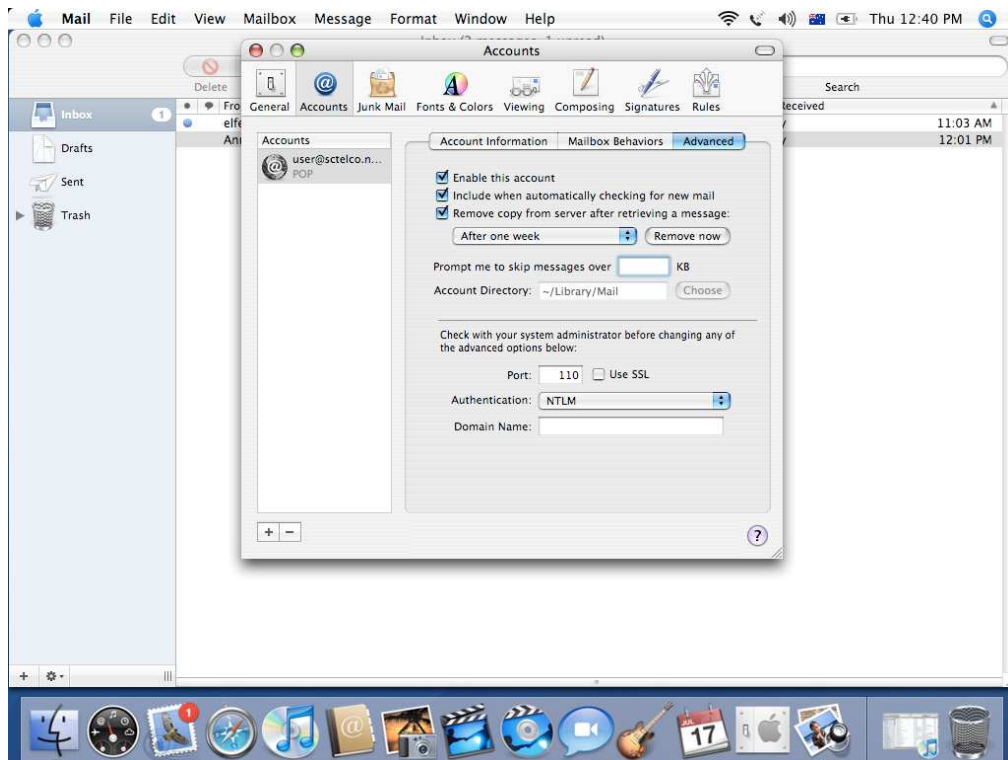
7. Go to the **Mail** Menu & Select **Preferences**



8. Ensure the Account Tab is select. On the left hand side, select the account you want to disable & Click on the **Advanced** Tab



9. In the Advanced Tab, you will have a tick box, 'remove copy from server after receiving a message'. If you un-tick this box, emails will automatically be deleted as soon as the computer downloads the email. You can change how long the emails are stored on the server by modifying the drop down menu.



10. You will be prompted with the below page, click the **Save** button. You have now disabled the Email account.

