

# Email Account Settings Change Guide

## Mac Mail

### Step 1

Open Mail

### Step 2

Open your Account Settings

- Click *'Mail'*
- Click *'Preferences...'*
- Click on the *'Accounts'* tab

### Step 3

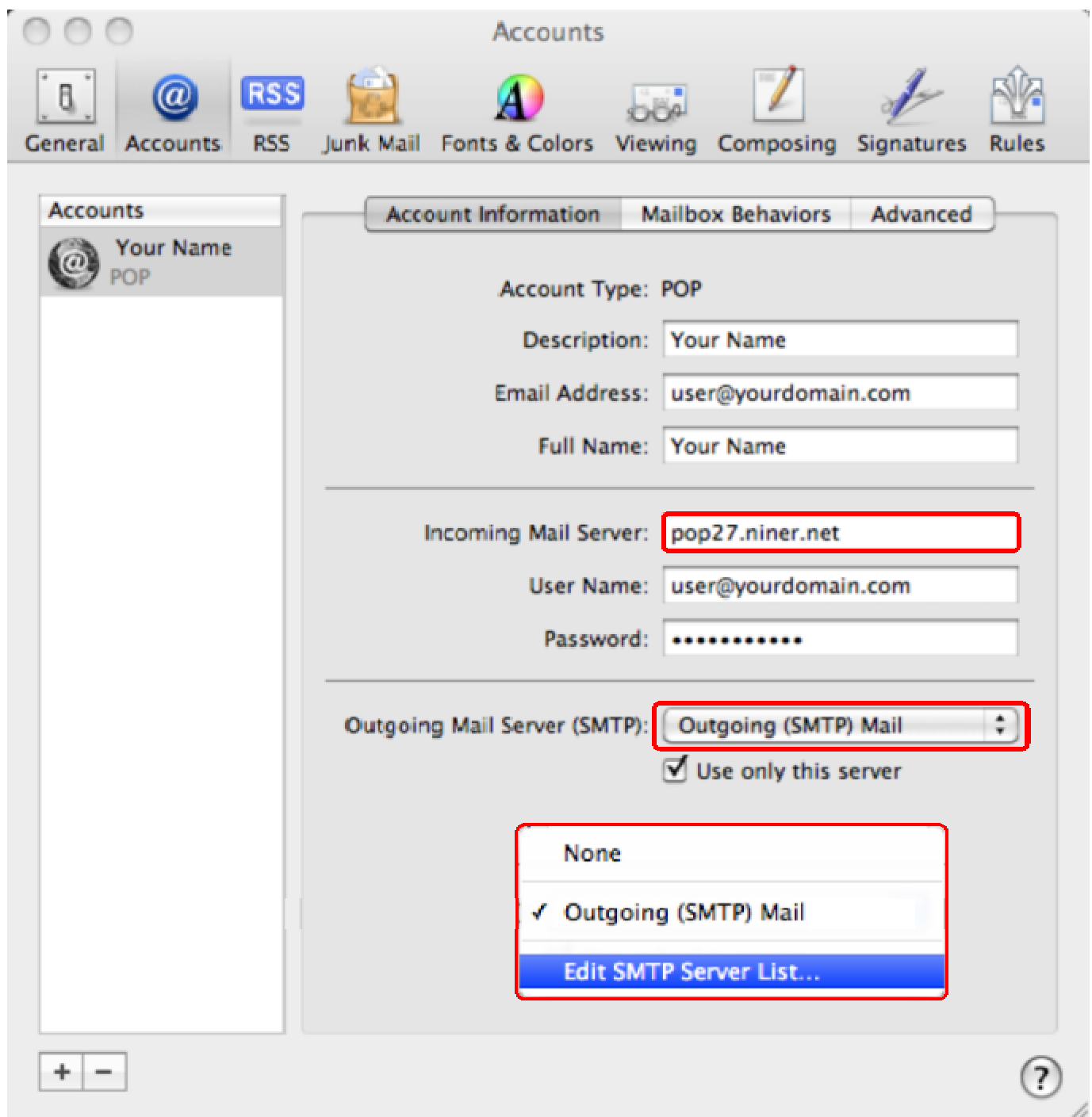
#### Incoming Mail Server

• Change the 'Incoming mail server' to **pop27.niner.net**

then

• Drop down the 'Outgoing Mail Server (SMTP)' box.

• Click 'Edit SMTP Server List...'



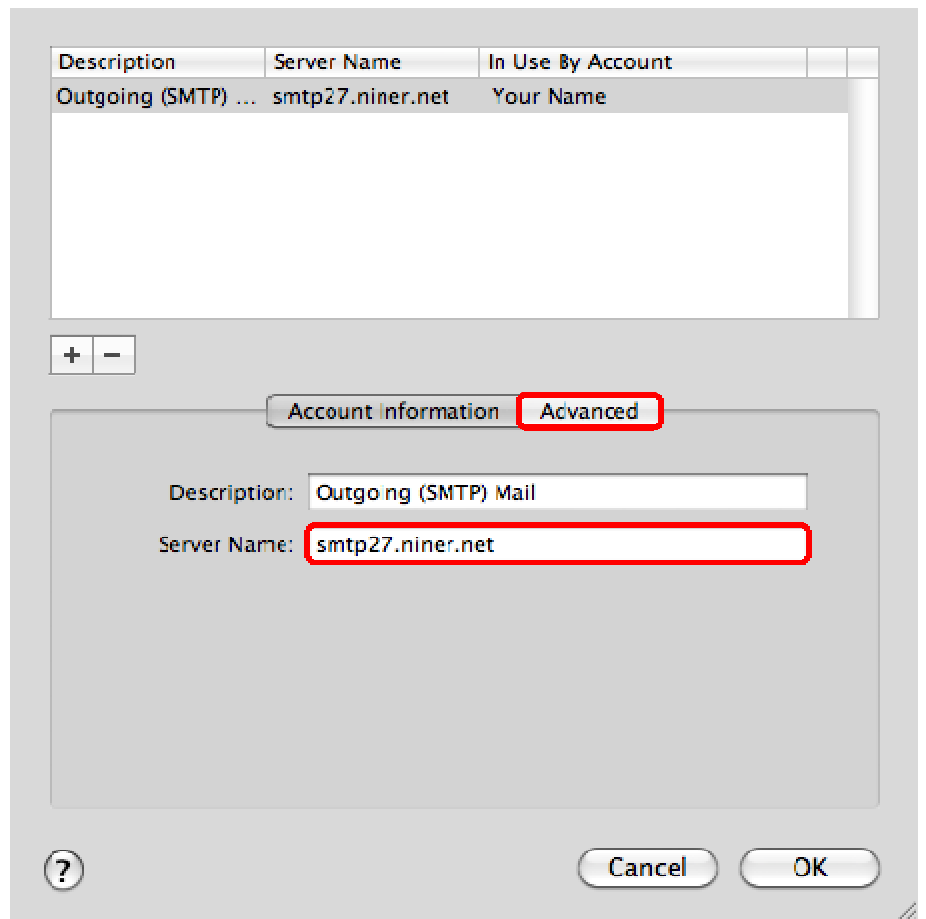
## Step 4

### Outgoing Mail Server (SMTP)

• Change the 'Outgoing mail server (SMTP)' to **smtp27.niner.net**

then

• Select 'Advanced'



## Step 5

### Advanced SMTP Settings

• Change the 'Custom port' to **587**

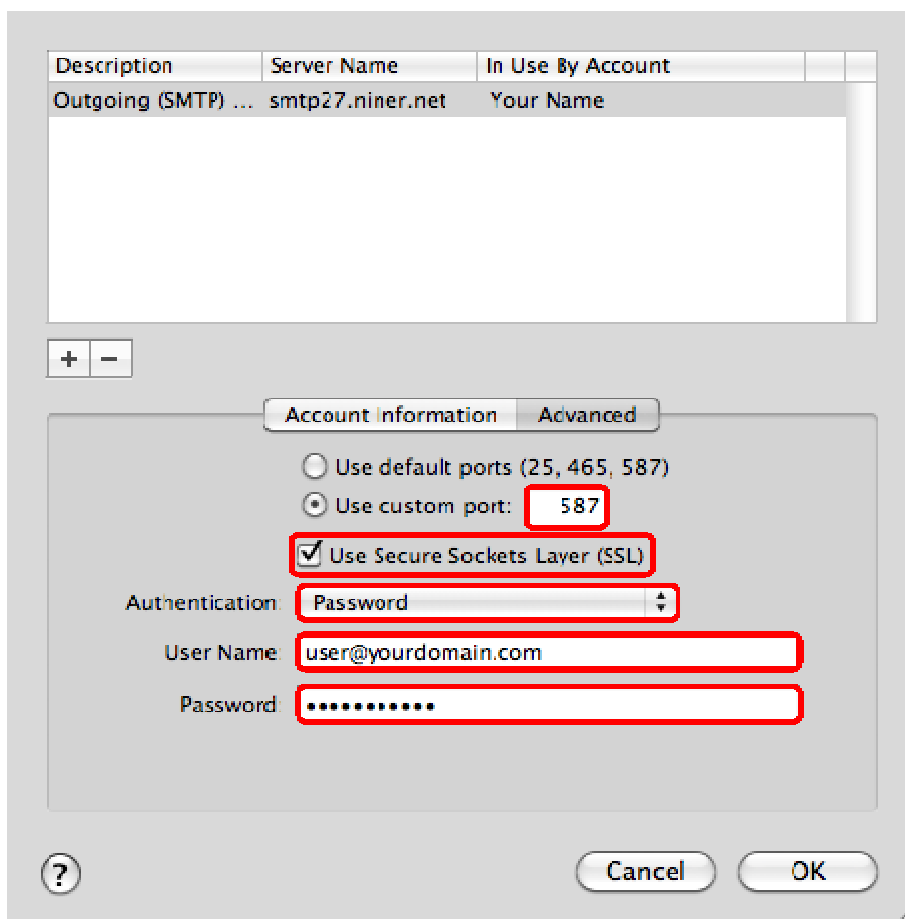
• Select 'Use Secure Sockets Layer (SSL)'

• Change 'Authentication' to **Password**

• Fill in your 'User Name' (full email address)

• Fill in your 'Password'

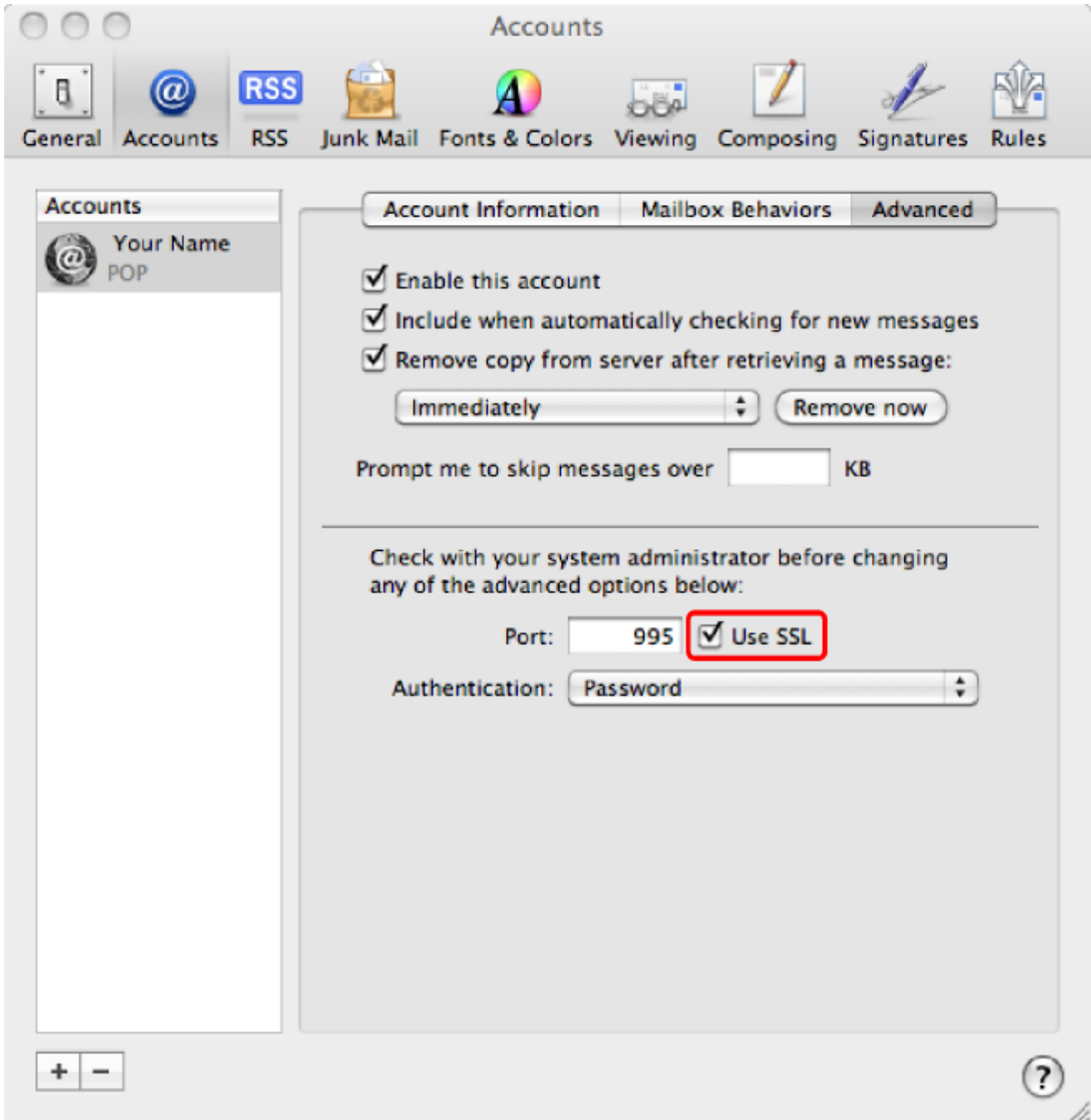
• Click 'OK'



## Step 6

### Advanced Incoming Settings

- Select the 'Advanced' tab
- Select 'Use SSL', This will automatically change the Port number to 995



## Step 7

### Save the settings

- Click 'Close'
- When asked 'Save changes to the "Your Name" POP Account?' Click 'Save'