

Setup Email in Apple OS X Mail

IMAP Setup:

1. Open your Apple OS X **Mail** application
2. First-time users will have a "Choose a Mail account provider..." message
Otherwise select **Mail** from the top-left of your screen and then select **Preferences - Accounts**. Choose the + button in the bottom-left corner of the window to create a new account.
 - a. Select **Add Other Mail Account...**
 - b. Click **Continue**
 - c. Enter your name, RFNow email address, and password
 - d. Click **Sign In**
 - e. Click **Done**

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POP Setup:

1. Open your Apple OS X **Mail** application
2. Add an email account

First-time users will have a "Choose a Mail account provider..." message

Otherwise select **Mail** from the top-left of your screen and then select **Preferences - Accounts**. Choose the **+** button in the bottom-left corner of the window to create a new account.

- a. Select **Add Other Mail Account...**
 - b. Click **Continue** or **Create**
 - c. Enter your name, RfNow email address, and password
3. Click **Next**
 - a. If you see **Create** instead of Next:
 - Do not click Create. Press and hold the **Option** key on your keyboard (found on the bottom row, one on each side of the space bar next to the Command key) - with **Option** held down, the **Create** button will change to display **Next**
4. Enter Incoming Mail Server Info
 - a. Account Type: **POP**
 - b. Mail Server: **pop.rfnow.com**
 - c. User Name: *Your rfnow email address*
 - d. Password: *Your email password*
 5. Enter Outgoing Mail Server Info
 - a. SMTP Server: **smtp.rfnow.com**
 - b. User Name: *Your rfnow email address*
 - c. Password: *Your email password*
 6. Select **Save**