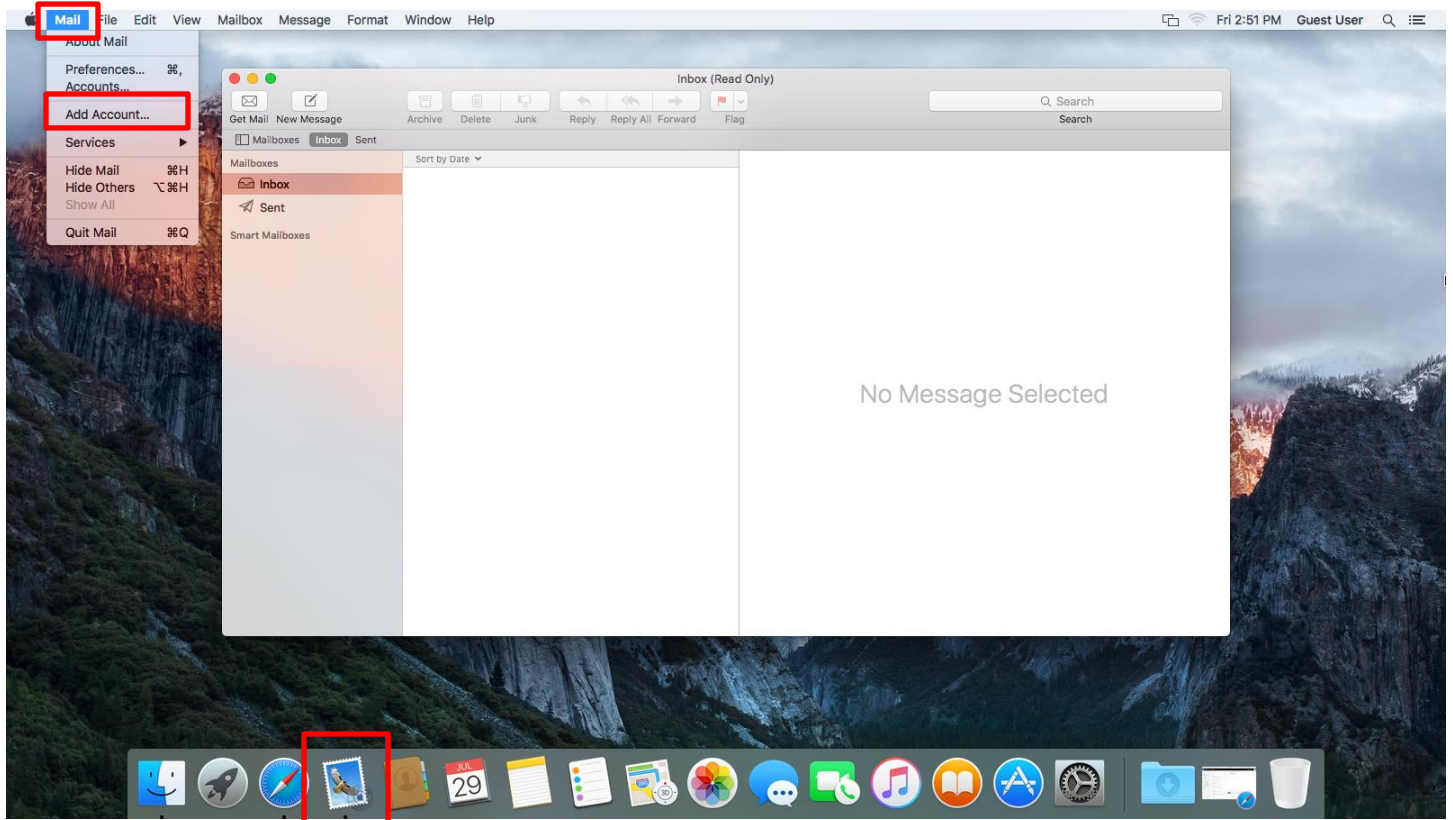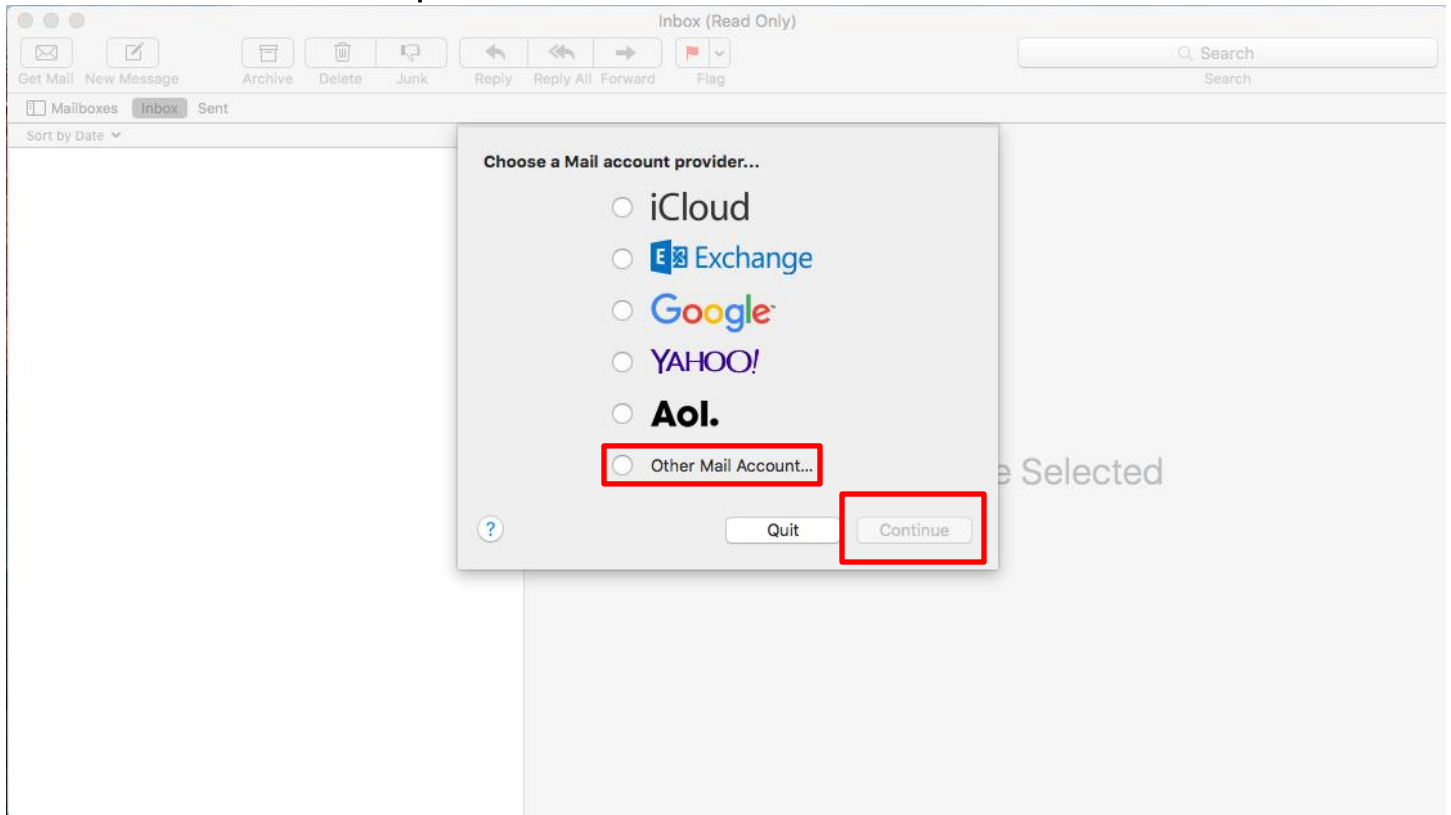# How to setup an email account in OSX

1. Open Mail on your computer. If this is your first time opening mail, skip to step #3

2. Click the **Mail** menu at the top of the screen then click **Add Account.**

How to setup an email account in OSX

3. Under **Choose a Mail account provider** select **Other Mail Account**. Press **Continue**.

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4. Enter your name (as you want it to appear on your outbound email messages) in the **Your Name** field. Enter your full email address in the Email Address field and your email password in the Password field – pay close attention to spelling as a mistake can cause it not to validate. Click **Sign In**.
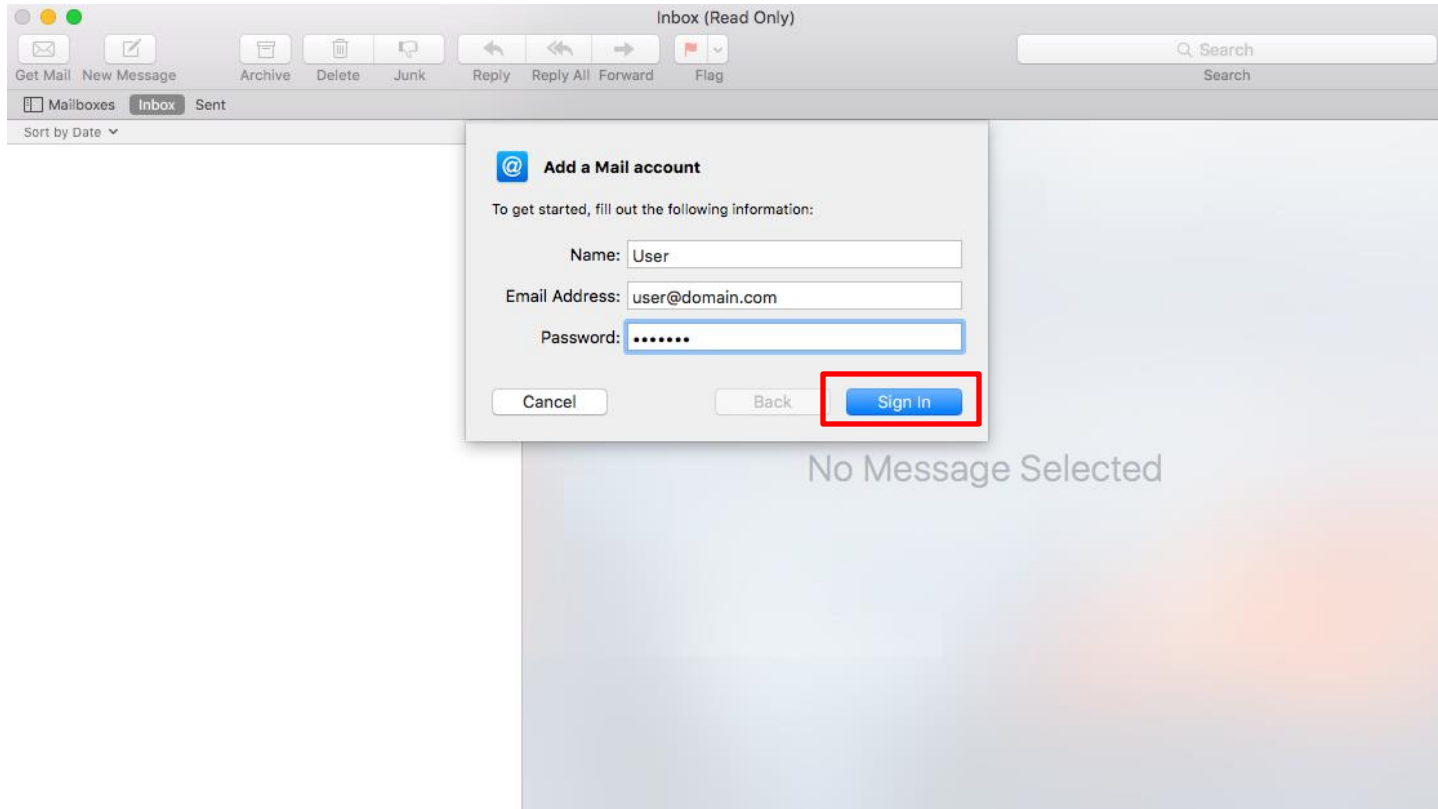
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5. Select POP3 or IMAP in the **Account Type** drop down menu. Read about the differences between POP3 and IMAP [here](). Enter securemail.dewebworks.com in the **Incoming Mail Server** and **Outgoing Mail Server** fields – pay close attention to spelling as a mistake can cause it not to validate. Click **Sign In** to complete your email setup.