

## How to set up emails for Mac Mail

 Launch Mail go the Mail menu click add account > Exchange > Continue

*If you have not previously configured an account in mail you will be prompted to add an account. Click Exchange then Continue.* 

E 🛛 Exchange		
Select the apps you want to use with this account:		
🗹 🔊 Mail		
Contacts		
✓ 1 Calendars		
Reminders		
Notes		
Cancel Back Done		

3. Enter your email password

as there is a problem.

NOTE – IF YOU DON'T SEE YOUR LOGO WHEN YOU SIGN IN, CALL JP IT Solutions, 2. Enter your full name and email address click sign in, then sign in again.

E 🛛 Exchange

To get started, fill out the following information:			
Name:	JPIT Solutions		
Email Address:	support@jpitsolutions.co.uk		
	Cancel Sign In		
N.	E Schange		
Sign in to your Exchange account using Microsoft?			
Your email address will be sent to Microsoft to discover your Exchange account information.			
Cancel	Configure Manually Sign In		

**4.** Select the apps you want to use with your account then click Done.

*	E 🛛 Exchange
← support@initsolutions.co.uk	Select the apps you want to use with this account:
	🗹 🕵 Mail
	Contacts
Password	Calendars
Forgotten my password	
Sign in	keminders
	Votes Notes
Welcome to JP IT Solutions. Please sign in here	Cancel Back Done

After configuring Mac Mail, be sure to change the Trash setting to never permanently erase messages. Otherwise, you will not be able to restore deleted messages.