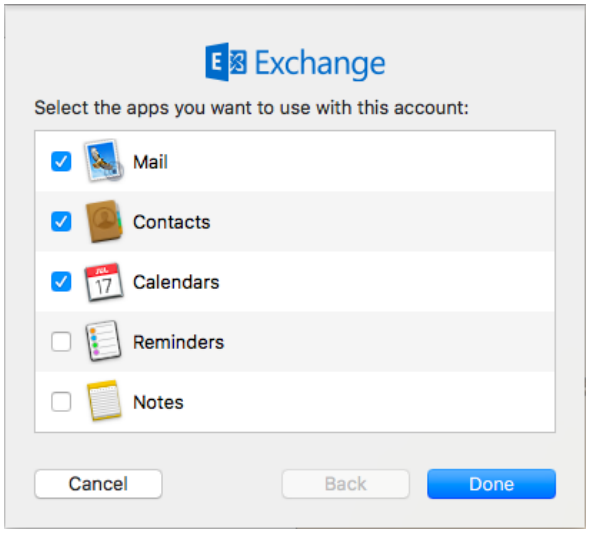
JP IT SOLUTIONS
NOT JUST FINDING & FIXING, BUT FUTURE PROOFING

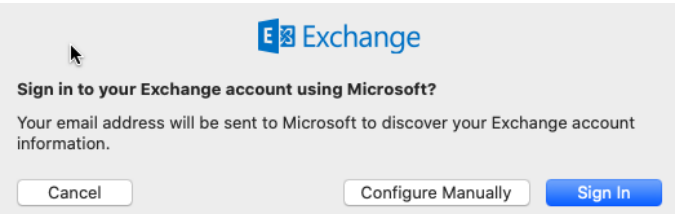
How to set up emails for Mac Mail

1. 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.

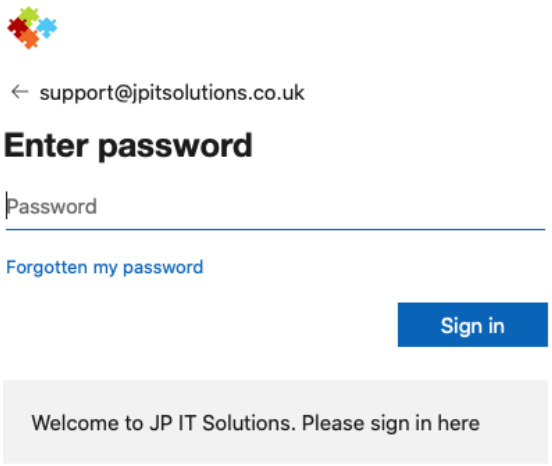


2. Enter your full name and email address click sign in, then sign in again.

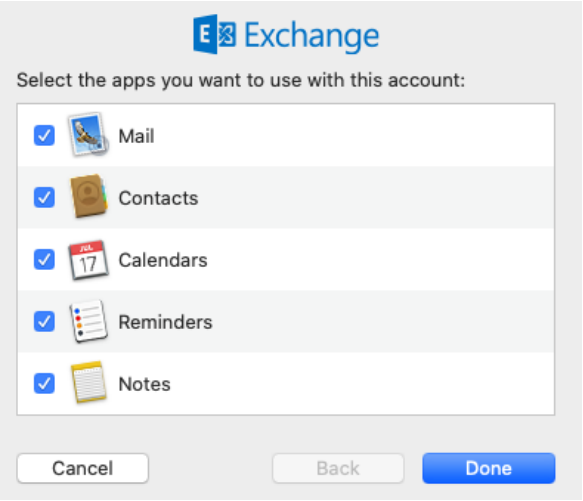


3. Enter your email password

NOTE – IF YOU DON'T SEE YOUR LOGO WHEN YOU SIGN IN, CALL JP IT Solutions, as there is a problem.



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

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Support hours: Mon- Fri 8:30am – 5pm