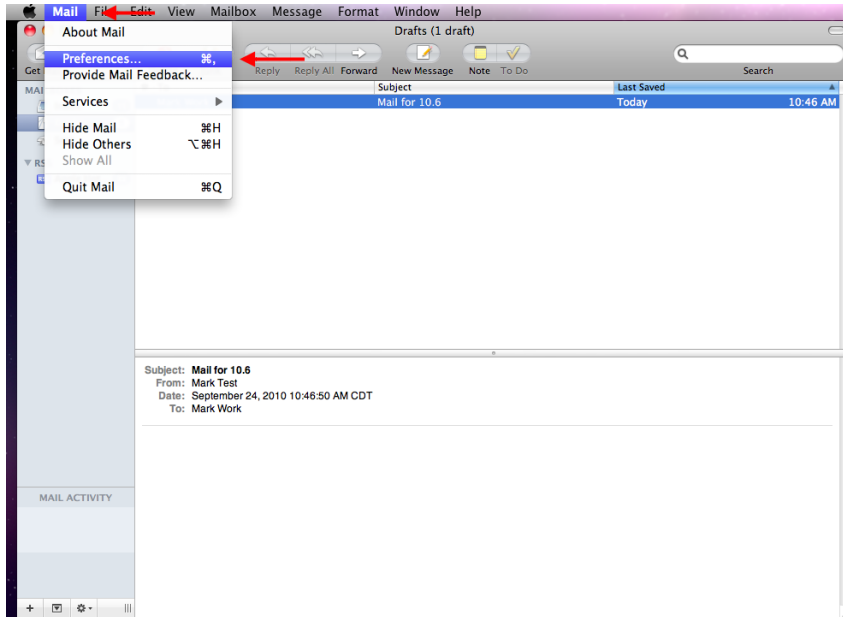
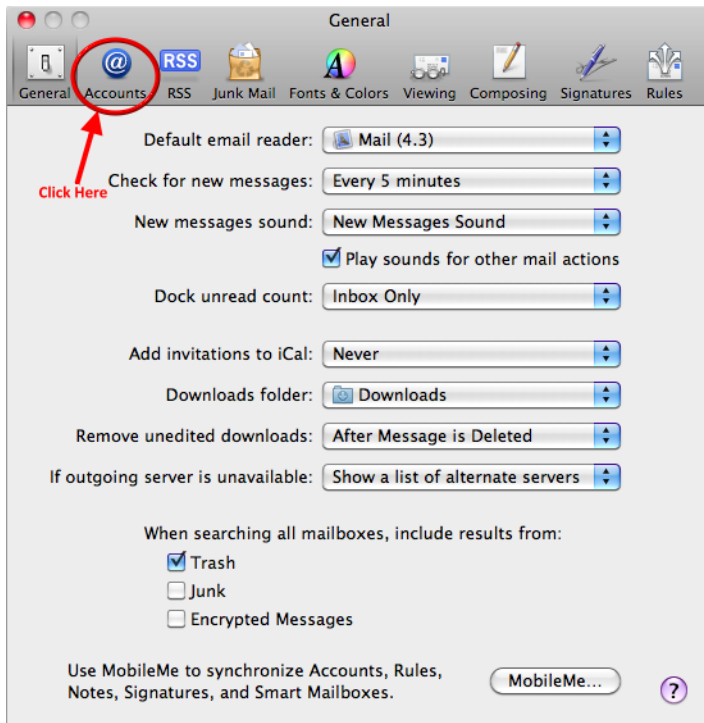


Open Mail (Apple's "Mail" program). If you use some other e-mail program like Thunderbird, do not use these instructions.

Select "Mail" from the menu.
Select "Preferences..."

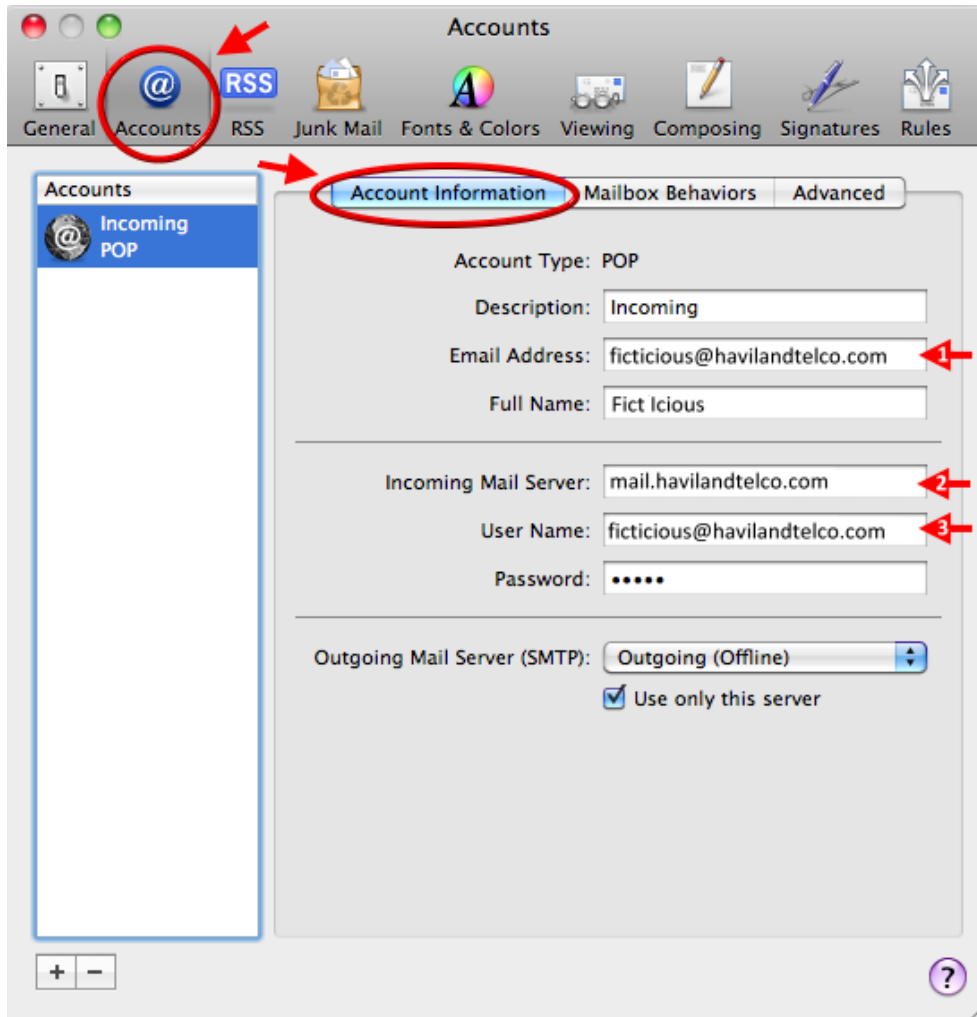


If it does not automatically come up, click on the "Accounts" tab.



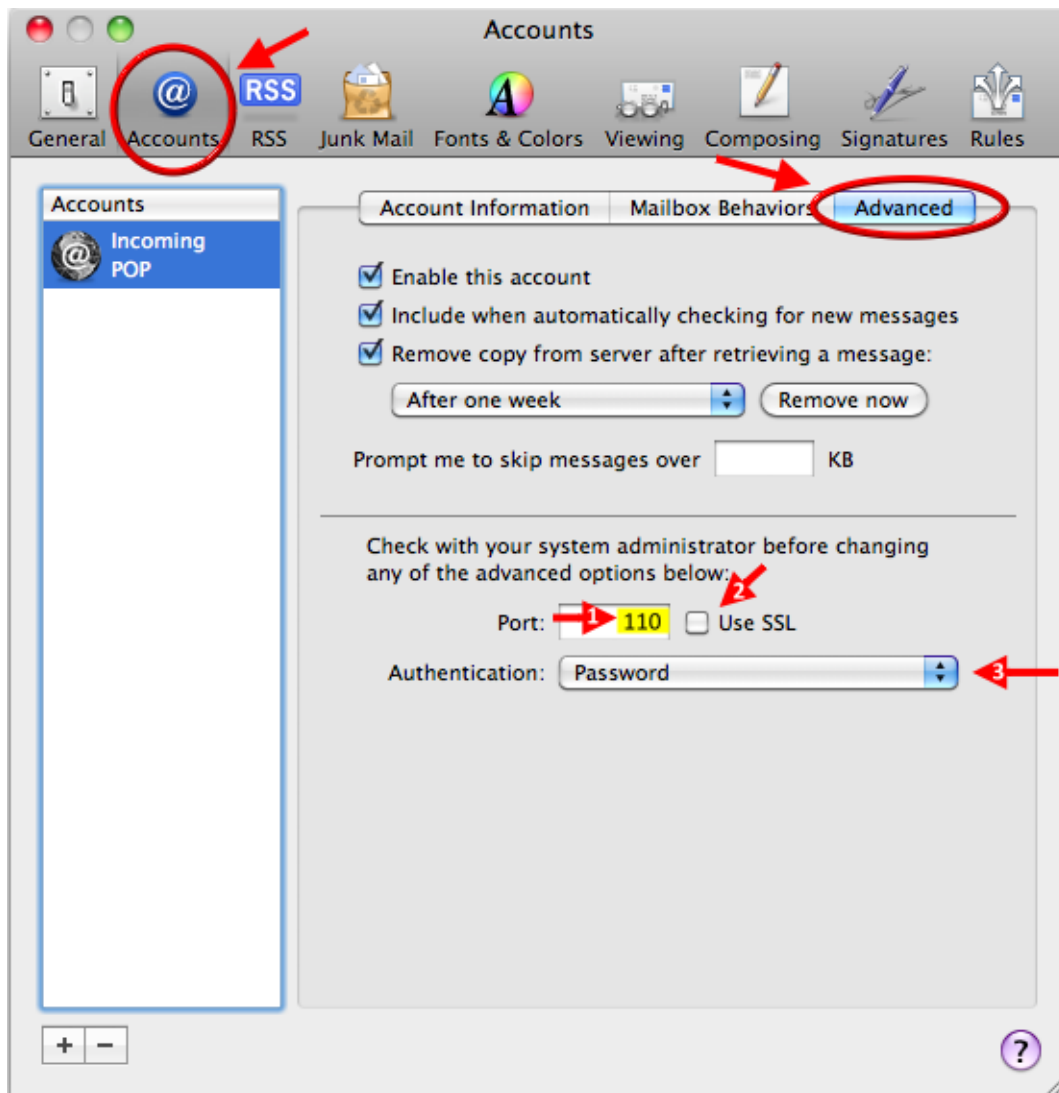
Make sure the "Account Information" tab is highlighted in blue.

1. Make sure your full email account is typed in "Email Account".
2. Incoming Mail Server should be: mail.havilandtelco.com
3. Change the "User Name" so that it is your **full email account**. (It should be something like fictitious@havilandtelco.com, not just "fictitious" or "Fict Icious").



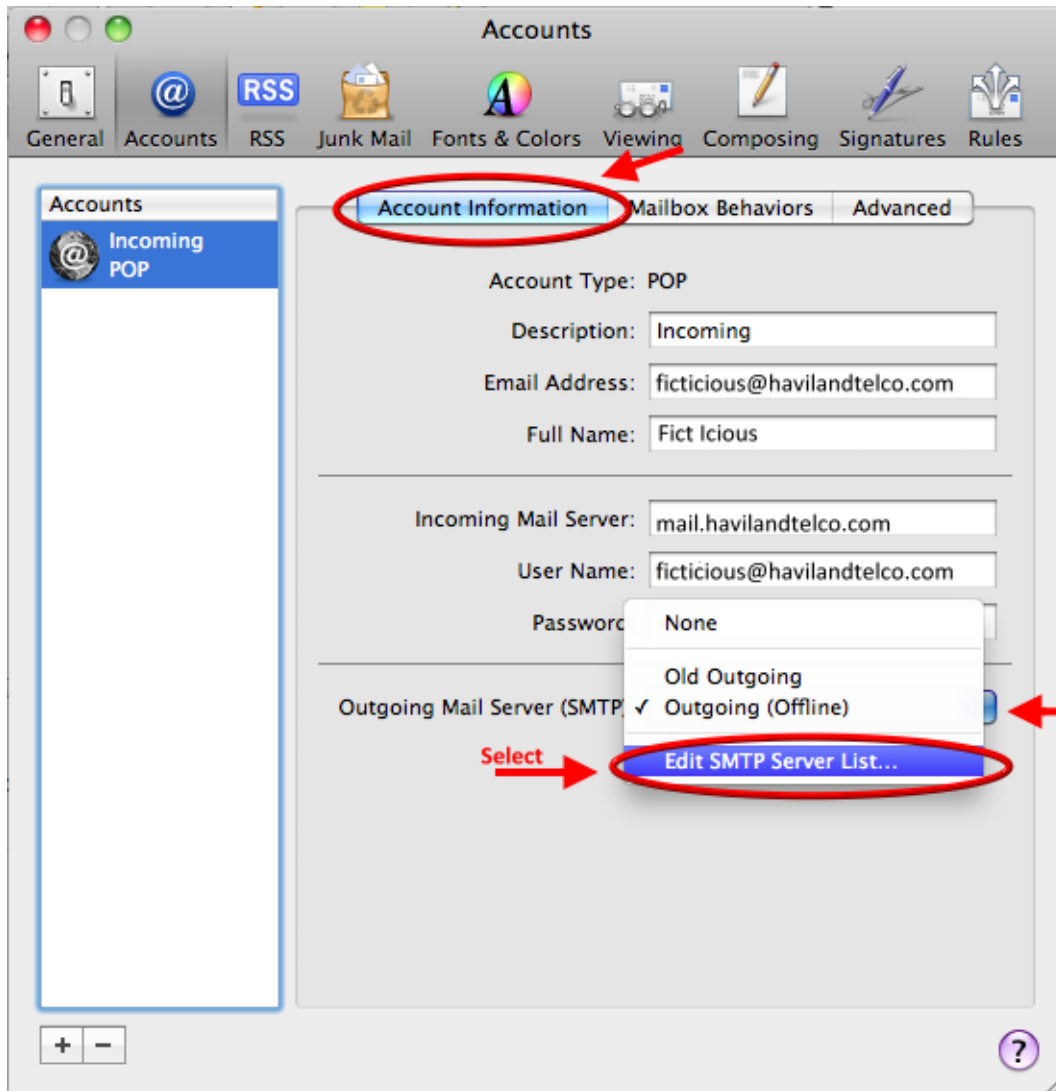
Select the "Advanced" Tab.

1. Make sure "Port" is 110.
2. Make sure "Use SSL" is **NOT** checked.
3. Confirm that "Authentication" is set to "Password" only.



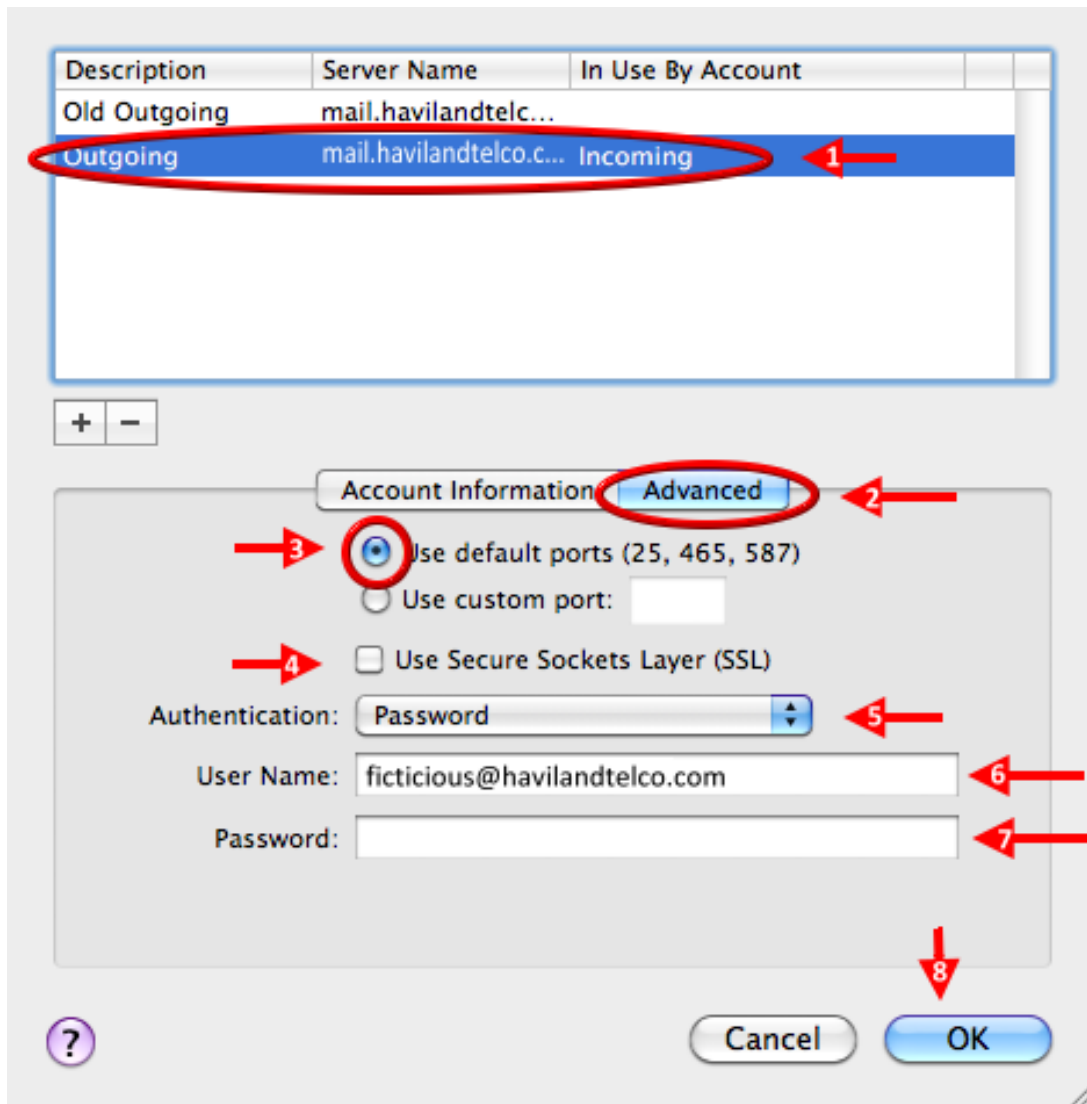
Select the "Account Information" tab.

Click on the "Outgoing Mail Server (SMTP)" drop down list and select "Edit SMTP Server List..."



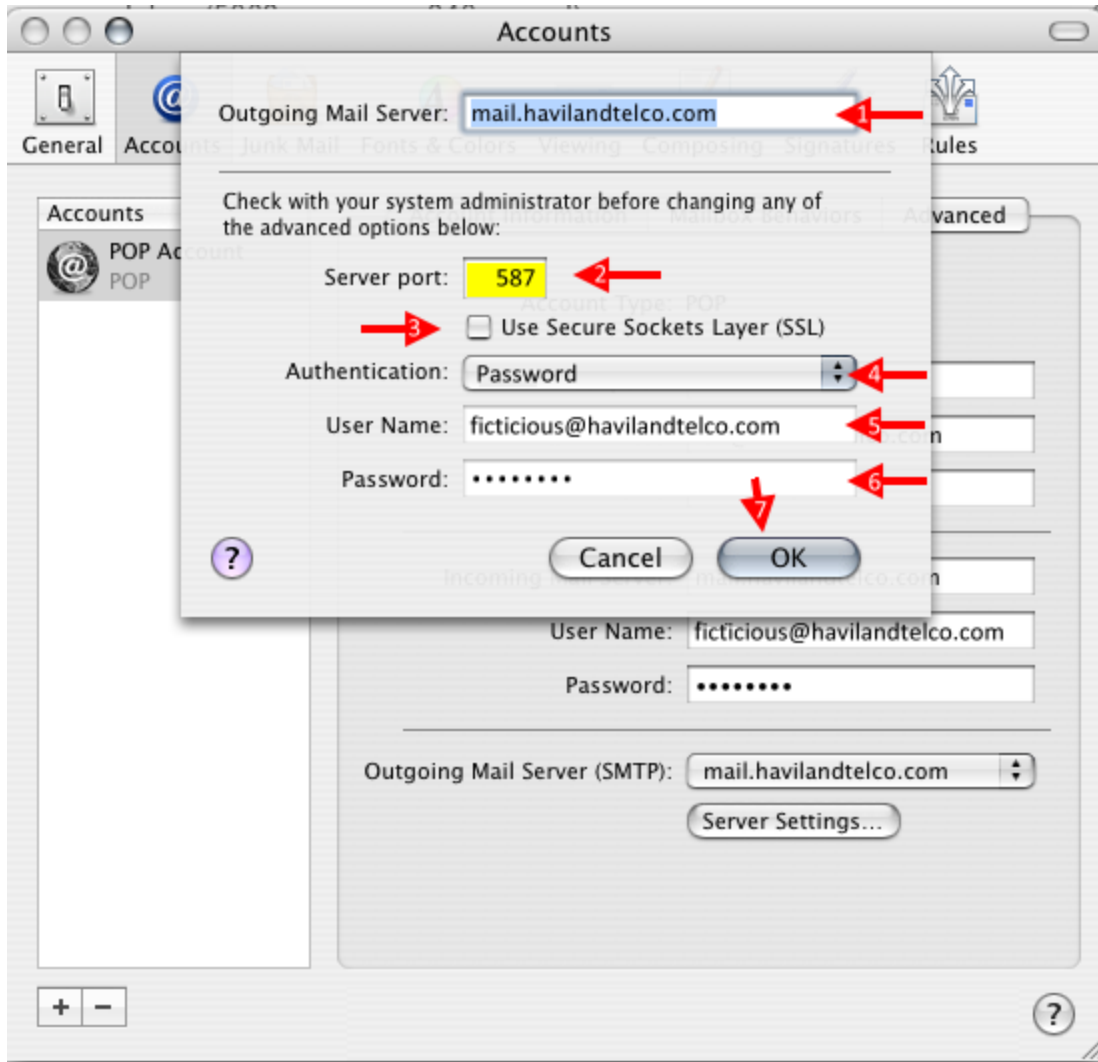
(If you are using Mac OS 10.4, for this step please use the screen shot following this one.)

1. Click on the name of the outgoing server (**mail.havilandtelco.com**), if more than one shown.
2. Click the "Advanced" tab.
3. Confirm that "Use default ports (25, 465,587)" is selected.
4. Confirm that "Use Secure Sockets Layer (SSL)" is NOT selected.
5. Set "Authentication" to "Password".
6. Change "User Name" to your full email account (i.e. fictitious@havilandtelco.com), not just your user name or account name.
7. Input your password.
8. Click "OK".



Mac OS 10.4 Users:

1. Make sure "Outgoing Mail Server" is: mail.havilandtelco.com
2. Change "Server Port" to 587.
3. Confirm that "Use Secure Sockets Layer (SSL)" is NOT selected.
4. Set "Authentication" to "Password".
5. Change "User Name" to your full email account (i.e. ficticious@havilandtelco.com), not just your user name or account name.
6. Input your password.
7. Click "OK".



Click the RED "X" in the upper left corner of the "Accounts" box to close it. You are finished!

