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RVUSA E-mail Setup – Apple OS X Mail (Additional E-mail Account)

Click on the Mail pull down menu near the top left of your screen and select Preferences.

Step	3
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00	Accounts	
General Accounts RSS	Junk Mail Fonts & Colors View	ving Composing Signatures Rules
Accounts	Account Information	ailbox Behaviors Advanced
	Account Type:	POP
	Description:	Work, Personal
	Email Address:	janedoe@example.com
	Full Name:	Your Name
	Incoming Mail Server:	mail.example.com
	User Name:	janedoe
	Password:	
	Outgoing Mail Server (SMTP):	smtp.nsource.com:ecastle@m ‡
4		
+ -		?

Click on the **Accounts tab** and click on the **Plus Sign button** at the bottom of the list of email accounts to the left. The **Add Account** screen will pop up.

Add Account	
You'll be guided t	hrough the steps to set up an
additional account	t.
To get started, pr	ovide the following information:
Full Name:	John Doe
Email Address:	user@example.com
Password:	
and a second	
MERTINO	
Cancel	Go Back Continue
Cancer	GO BACK CONTINUE

Fill in the requested fields and click **Continue**.

Step	5
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	incoming Mail Server		
MANNA	Account Type:	POP	\$
	Description:	(optional)	
2 1	Incoming Mail Server:	pop.nsource.com	
1000	User Name:		
	Password:	•••••	
CURERUNO			
	Cancel	Go Back	Continue

Fill in the following requested information and click **Continue**.

POP				
[enter	your	full	email	address]
pop.rvu	usa.co	om		
[enter	your	full	email	address]
[enter	the e	email	accour	nt password]
	POP [enter pop.rvu [enter [enter	POP [enter your pop.rvusa.co [enter your [enter the e	POP [enter your full pop.rvusa.com [enter your full [enter the email	POP [enter your full email pop.rvusa.com [enter your full email [enter the email accourt

Step 6

VIVIA	Description:	(optional)
1	Outgoing Mail Server:	smtp.nsource.com
		Use only this server
3 4	Use Authentication	
O FR	User Name:	
397 A	Password:	
CURERLING		
(Cancel	Go Back Continue

Fill in the following requested information and click **Continue**.

Description:	[enter your full email address]
Outgoing Mail Server:	smtp.rvusa.com
Use Only This Server:	Yes. Make sure this box is checked.
Use Authentication:	Yes. Make sure this box is checked.
Username:	[enter your full email address]
Password:	[enter the email account password]

	Account Summary
mm	Account Description: ecastle@mfi.net
1. 1	Full Name: John Doe
	Email Address: ecastle@mfi.net
5 1	User Name: ecastle@mfi.net
2	Incoming Mail Server: pop.nsource.com
KIO FR	SSL: on
R	Outgoing Mail Server: smtp.nsource.com
	SSL: on
2	Stranger
TERINO	Take account online
	Cancel Go Back Create

Confirm that the information is correct on the above screen and click on **Create**.

Step 8



Press the "Get New Messages" envelope button as illustrated above to receive your email. To change the interval at which Apple Mail checks for new email, click on the Mail pull down menu near the top left of your screen, select Preferences, select the General tab and modify the time interval next to "Check For New Messages."