



## MAC (Apple) Mail

<b>Step 1:</b>	Open Mac Mail by clicking the Icon
<b>Step 2:</b>	Go to the Mac 'Mail' menu and click 'Preferences'
<b>Step 3:</b>	Click on the Mac Mail account you wish to edit – It should be your Grande account Click on the 'Outgoing Mail Server' drop down menu and select 'Edit SMTP Server List...'
<b>Step 4:</b>	Go to the 'Advanced' tab Uncheck 'Automatically detect and maintain account settings' Set the port to '25' (or 587 for SSL encryption) Click on 'Authentication' Enter your Grande username and password  IMPORTANT: If your email address is <a href="mailto:abc123@mygrande.com">abc123@mygrande.com</a> , then your username is 'abc123' Click 'OK'
<b>Step 5:</b>	You have now setup the [Grande] outgoing mail server Please ensure that '[Grande]' is selected in the drop-down menu next to 'Outgoing Mail Server' Close the window
<b>Step 6:</b>	When prompted click 'Save' to keep the changes
<b>Step 7:</b>	When you first click 'Get Mail' or go to send an email you may need to re-enter your [Grande] password We recommend that you save the password in your keychain
<b>Step 8:</b>	If you would like to use your [Grande] service with multiple accounts you just need to click on the account you wish to edit, click on the 'Outgoing Mail Server' drop down menu and then select '[Grande]' from the list of servers.  All Done!