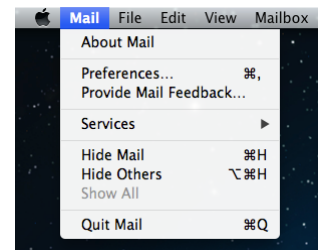


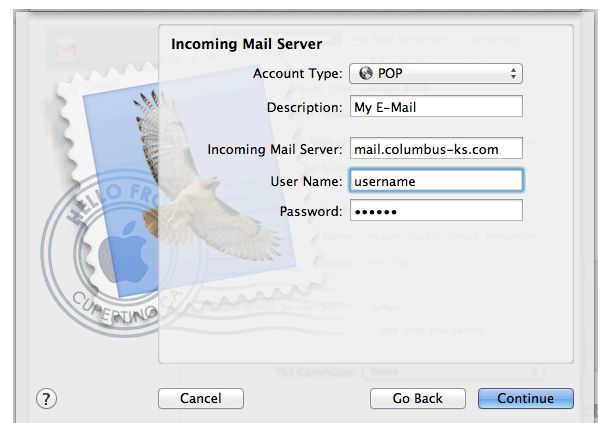


E-MAIL SETUP INSTRUCTIONS APPLE MAIL (OS X)

1. OPEN THE MAIL APPLICATION [ICON LOOKS LIKE A STAMP WITH A BIRD ON IT].
2. IF A BOX POPS UP ASKING TO SETUP A NEW ACCOUNT, PROCEED TO STEP 7.
3. AT THE TOP LEFT OF THE SCREEN, CLICK "MAIL."
4. WITHIN THE "MAIL" WINDOW CLICK "MAIL PREFERENCES" AS SEEN →
5. A NEW DIALOG BOX WILL APPEAR ON THE SCREEN WITH SEVERAL BUTTONS AT THE TOP OF IT. CLICK THE "ACCOUNTS" BUTTON.
6. TOWARDS THE BOTTOM LEFT OF THE BOX THERE WILL BE A "+" BUTTON, CLICK IT.
7. TYPE YOUR NAME IN THE "FULL NAME" FIELD, YOUR @COLUMBUS-KS.COM E-MAIL ADDRESS AND YOUR PASSWORD IN THE BOXES AS SHOWN →
8. CLICK "CONTINUE" AFTER YOU ARE FINISHED.



9. ON THE NEXT SCREEN, VERIFY THAT THE ACCOUNT TYPE FIELD IS "POP."
10. FILL IN THE INFORMATION REQUESTED. DESCRIPTION CAN BE WHATEVER YOU WANT TO NAME THE ACCOUNT. INCOMING MAIL SERVER MUST BE "MAIL.COLUMBUS-KS.COM" (ALL LOWER CASE), YOUR USERNAME AND PASSWORD MUST ALSO BE FILLED OUT. →
11. CLICK "CONTINUE" AFTER FINISHED.



12. ON THE NEXT SCREEN, FILL OUT THE INFORMATION AS SHOWN, OUTGOING MAIL SERVER "MAIL.COLUMBUS-KS.COM" (ALL LOWER CASE) →
13. CLICK "CONTINUE" WHEN FINISHED.
14. MAIL WILL VERIFY THE ACCOUNT AND COMPLETE THE SETUP.
15. CLOSE ALL PREFERENCES WINDOWS.
16. YOUR E-MAIL SHOULD NOW WORK.



IMPORTANT NOTE: IF YOUR E-MAIL BEGINS TO NOT FUNCTION, IT IS BECAUSE APPLE MAIL SAVES A COPY ON THE SERVER FOR 1 WEEK. IF THIS BECOMES A PROBLEM, FOLLOW THE ABOVE INSTRUCTIONS TO GET BACK INTO THE ACCOUNT SETTINGS AND GO TO THE "ADVANCED" TAB TO ADJUST THE TIME FRAME.