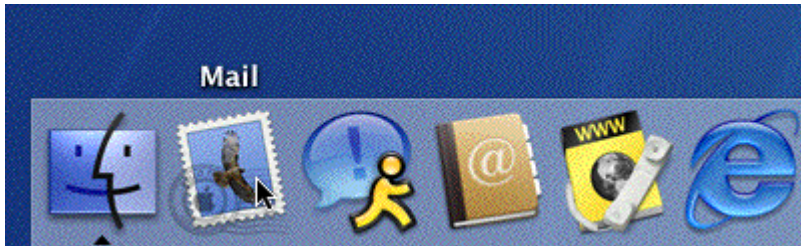


## Steps to Add and Configure a New Econotek E-mail Account

**Use the following steps to add and configure a new Econotek e-mail account with Apple Mail:**

Click on the postage stamp icon in the Dock to open Mail.



Type your name in the "Your Name" box as you would like it to appear in the "From" field when someone receives an email from you.

Type your email address in the "Email Address" box. Type "[mail.econotek.net](mailto:mail.econotek.net)" in the "Incoming Mail Server" box. The Mail Server Type is "POP".

Type your account name and password in the **User Name** and **Password** boxes.

Type your password in the "Password" box. Type "[mail.nycl.twtelecom.net](mailto:mail.nycl.twtelecom.net)" in the "Outgoing Mail Server" box.

Click "OK".



When asked whether you want to import mailboxes, click "No" unless you have been using another email program on this computer.

Note: If you would like to view your emails from a remote location other than home at the atlas, just go to a web browser like explorer and type:

<http://mail.econotek.net>

Once at this site you would be prompted to enter your username, and a log on window will appear asking for your username and password.