New Email Account Setup:

1. From the Apple Menu, click the Mail dropdown then select Add Account.



2. For a Cincinnati Bell provided email, select Other Mail Account.

0 🗧	Inbox (Read Only)				
	🗇 🗊 🦘 🔲 🗮 🗸 🖽 Move to				
Mailboxes Inbox S	ient				
Mailboxes	Sort by Date Choose a Mail account provider				
Sent	iCloud				
Smart Mailboxes	○ E⊠ Exchange				
	○ Google [.]				
	O YAHOO!				
	O Aol.				
	Other Mail Account				
	? Cancel Continue				

3. Enter the Name and Cincinnati Bell email credentials then click Sign In.

		Inbox (Read Only)
Mailboxes Inbox	Sent Drafts	
Sort by Date Y		Add a Mail account To get started, fill out the following information: Name: Carolanne Email Address: @@zoomtown.com Password: •••••• Cancel Back Sign In

4. You will receive an Unable to verify account name or password error message with 3 new fields to enter the required Mail Server information. Use the table below to enter the mail server settings for your email then click Sign In.

0 🗧	Inbox (Read Only)						
S C							
Mailboxes Inbox Sent							
Mailboxes	Sort by Date 🛩						
🔂 Inbox		Email Address:	i.	:@zoo	mtown.com		
🖈 Sent		User News	Automatica				
Smart Mailboxes		User Name:					
		Password:					
		Account Type:	IMAP		0		
		Incoming Mail Server:		imap.zoomtown.com			
		Outgoing Mail Server:	smtp.zoom	town.com			
		Unable to verify account name or password.					
		Cancel	E	Back	Sign In		
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Incoming Server - POP3	Incoming Server - IMAP	Outgoing Server - SMTP
pop.zoomtown.com	imap.zoomtown.com	smtp.zoomtown.com
pop.fuse.net	imap.fuse.net	smtp.fuse.net
pop.fioptics.com	imap.fioptics.com	smtp.fioptics.com

5. For further help setting up email with Mac Mail, <u>click here</u> for a video tutorial.