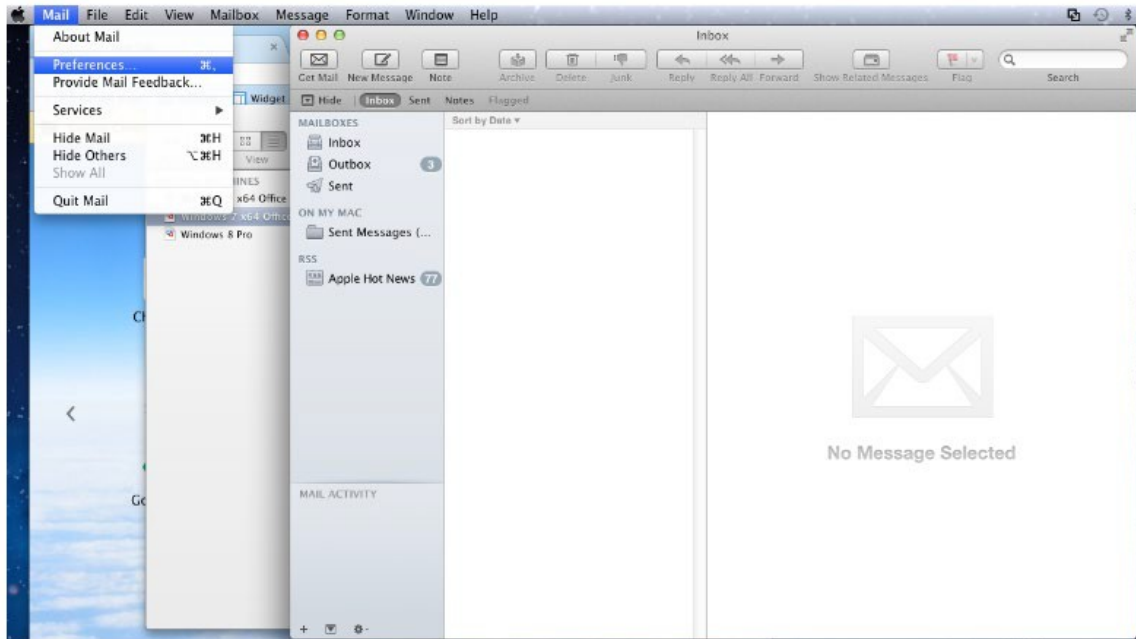


# Changing Email Settings in MAC Mail

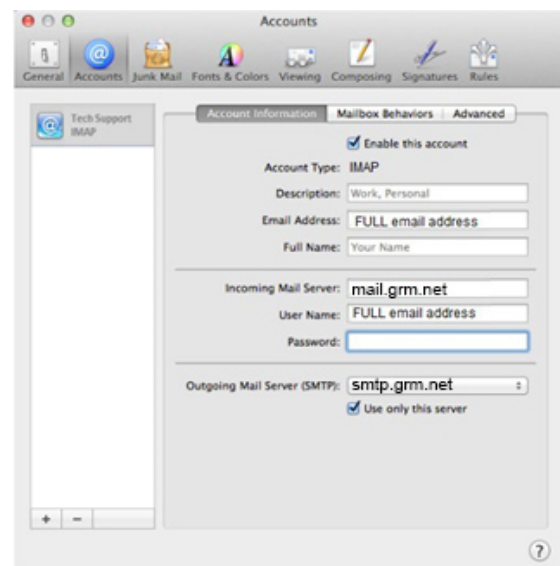
Open the Preferences Screen:

1. Open **MAC Mail**
2. Next to the **Apple** icon on the bar, click on the **Mail** drop-down menu, then click on **Preferences**.



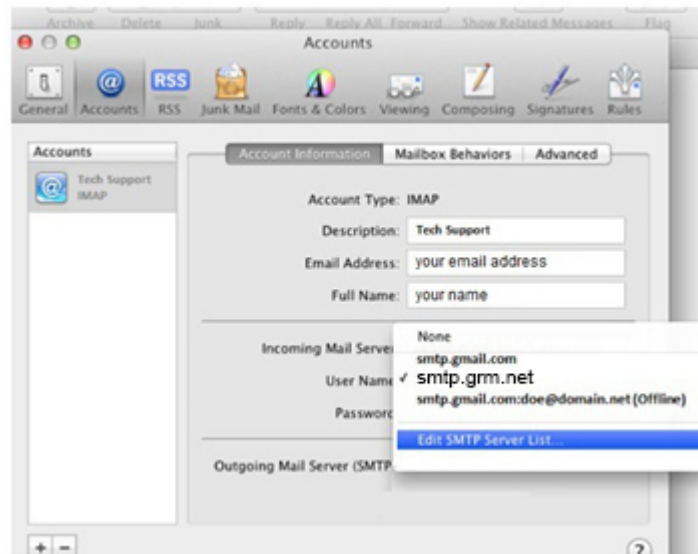
Verify / Update Account Settings:

3. Select the **Accounts** tab
  - If there is more than one email profile setup, be sure to choose the correct profile from the left column.
  - Verify the **Incoming Mail Server** is set to **mail.grm.net**.
  - Verify your **Incoming Username** is set to your **FULL** email address.
  - If you are viewing this document after changing your password, enter your new password in the **Password** field.
    - If you have not changed your password since migrating to the new email platform, it is highly recommended that you change your password. For instructions on how to change your email password, go to [www.grm.net/email](http://www.grm.net/email) and click on the "How to Change Your Password" link.

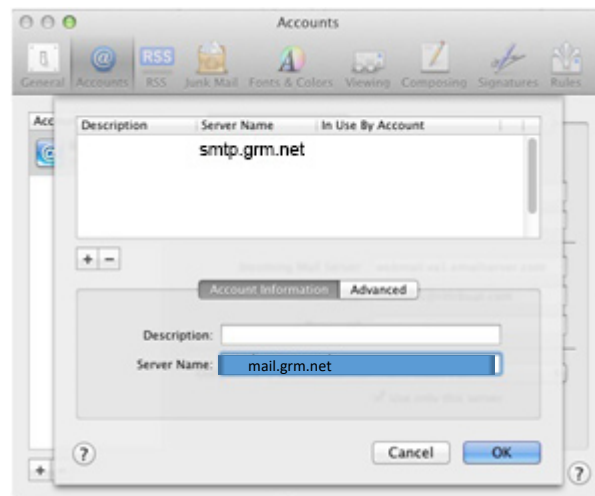


## Verify / Update the Outgoing Mail Server (SMTP) Settings:

4. Click on the drop-down menu for **Outgoing Mail Server (SMTP)**
5. The default server should be checked. Click on **Edit SMTP Server List**

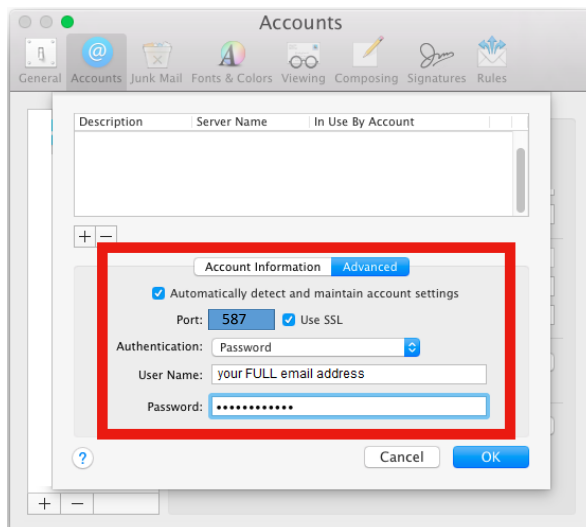


6. Verify the **Server Name** field shows **mail.grm.net**.



## Advanced SMTP Settings:

7. Click on the **Advanced** button and verify / change these settings. To make any changes to this window, **uncheck** the box to *Automatically Detect and Maintain Account Settings*.
  - Set the port to **587**. Place a check in the box for **SSL**.
  - Make sure that the **Authentication** is set to **Password**.
  - Make sure your **FULL** email address is in the **Username** field.
  - If you are viewing this document after changing your password, enter your new password in the **Password** field.
    - If you have not changed your password since migrating to the new email platform, it is highly recommended that you change your password. For instructions on how to change your email password, go to [www.grm.net/email](http://www.grm.net/email) and click on the "How to Change Your Password" link.



8. Click **OK** on the settings window and **X** out of the account window.
9. **Close** out of **MAC Mail** and **Relaunch** the app to test the settings.
10. If your email is **NOT** functioning properly, call Tech Support at 800-721-2577.