

Mail, Contacts & Calendars

You can set up Mail, Contacts and Calendars within the individual programs (Mail, Contacts and iCal) or you can use this System Preference to add new mail accounts, contact lists and calendars.

Apple Mail makes it very easy to set up accounts and will walk you through the whole process. Where possible try to choose IMAP rather than POP3 (this is discussed later in the book).

Set up a Mail account

- 1 Go to **Apple Menu > System Preferences > Mail, Contacts & Calendars**
- 2 Click **Add Account** to add a new account or click the **-** to remove an account
- 3 You can choose Microsoft Exchange server, MobileMe, Gmail, Yahoo, AOL or other

This is covered in more detail in the relevant section of the book.

