

Step-by-Step Instructions

Created for you by



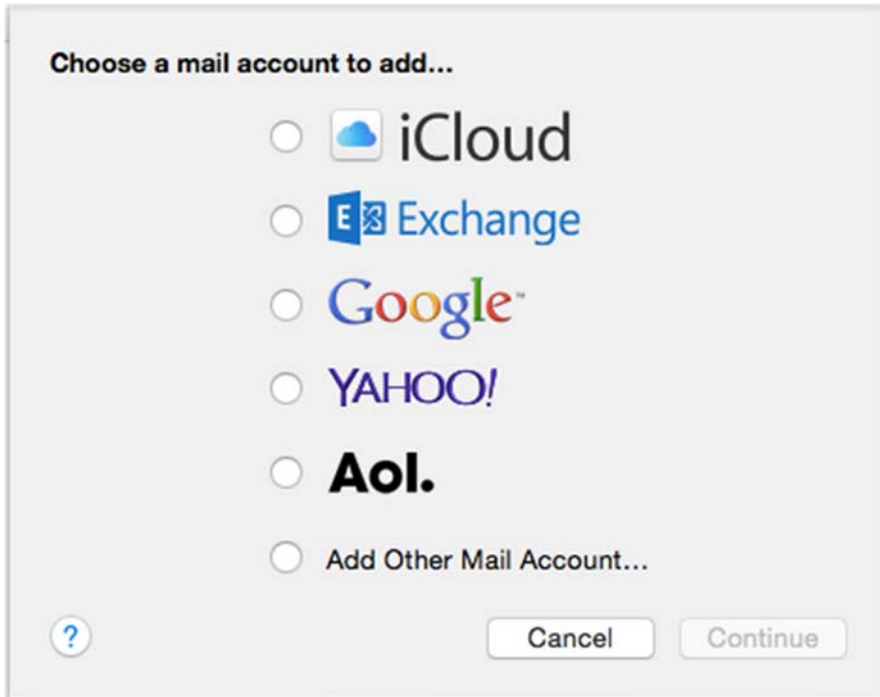
Setting Up Email On Mac Mail

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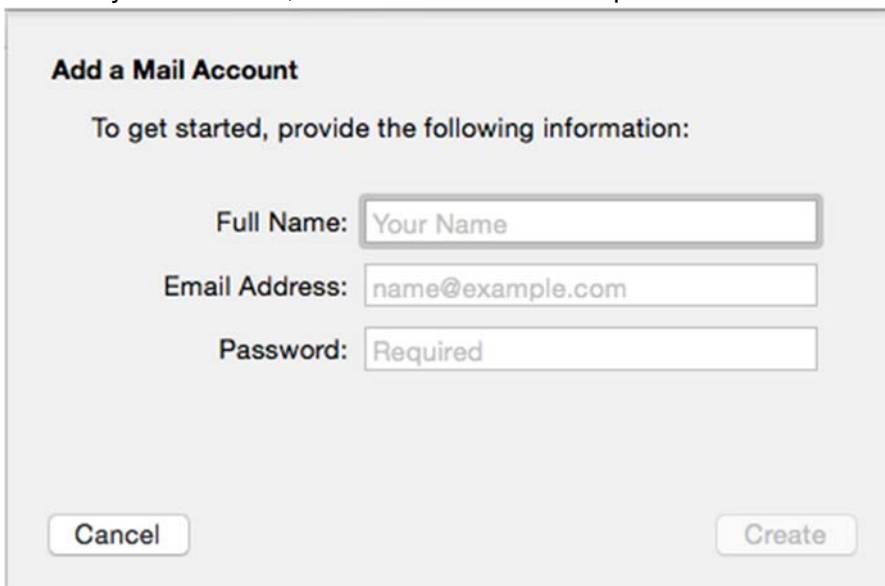
This tutorial shows you how to set up Apple Mail to work with your web-hosting email account.

To Set Up Your Apple Mail:

1. From the Mail menu, select **Add Account**
2. Select the radio button next to “Add Other Mail Account” and click “Continue”

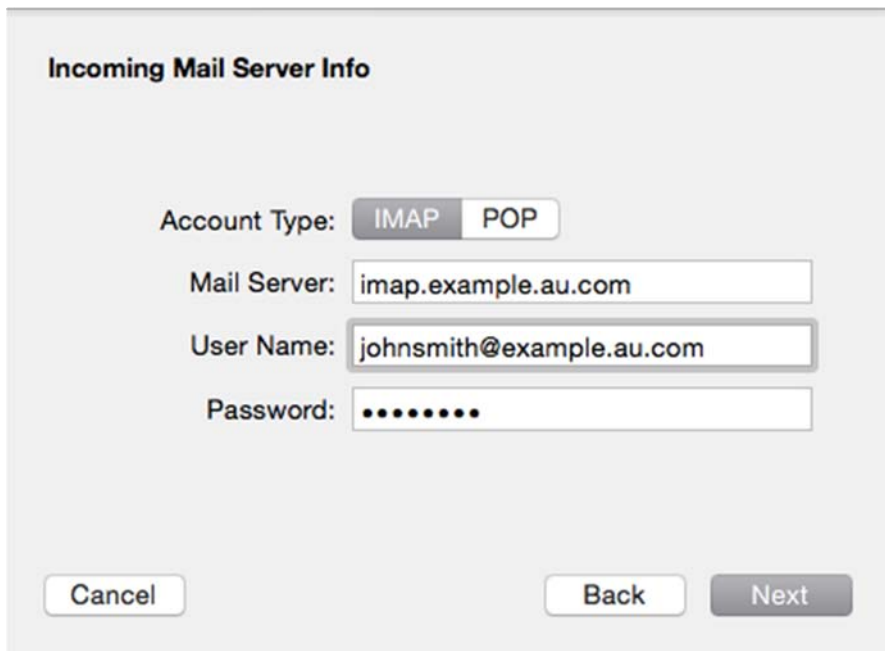


3. Enter your full name, email address and email password. Click Continue.



NOTE: The email address will not automatically configure itself

4. On the Incoming Mail Server screen, select POP or IMAP protocol from the Account Type list, and enter your details with the mail server name, your email address and password:

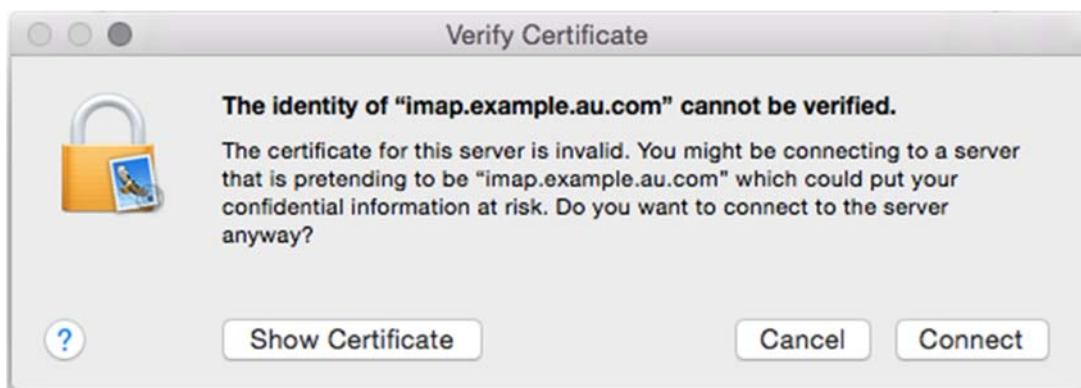


Incoming mail server: displays your hosting server's name.

User Name: Your full email address.

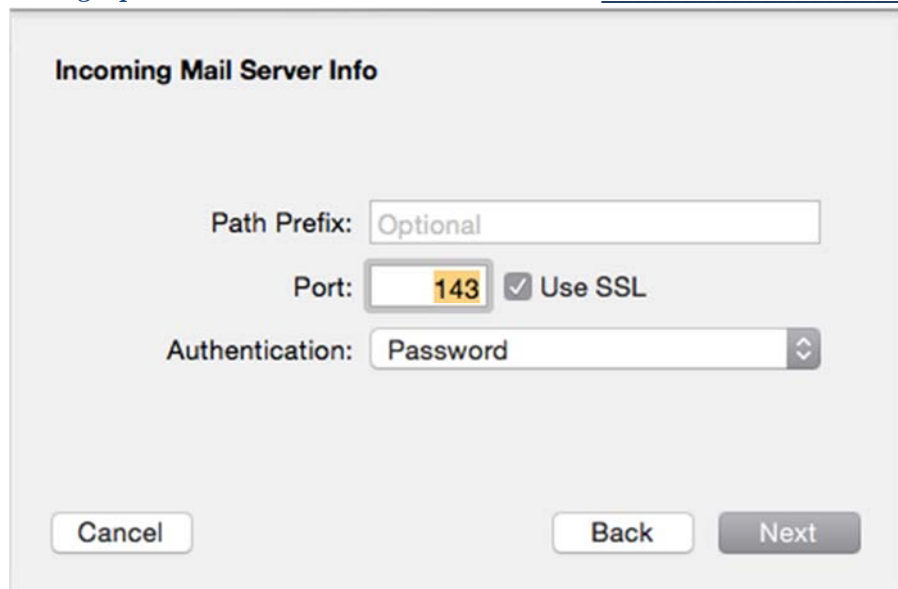
Password: Your email account password.

Click 'Continue'.



You may get a warning about Apple Mail not being able to verify the identity of the server your are connecting to. Simply click "Connect" to continue.

5. In the Incoming Mail Server screen, ensure the **"Use SSL"** tick box is **NOT TICKED**



Incoming Mail Server Info

Path Prefix:

Port: Use SSL

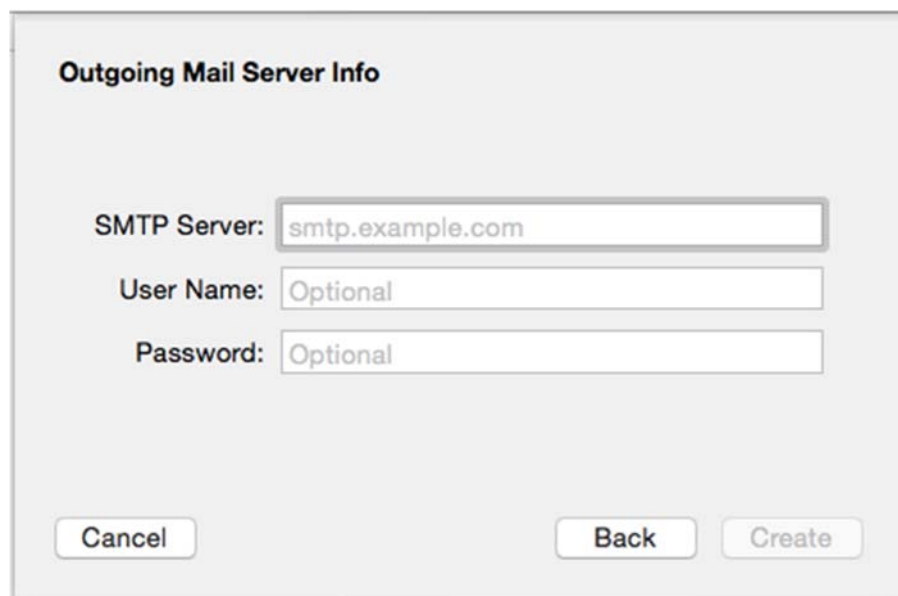
Authentication:

5. In the Outgoing Mail Server screen, complete your details as follows:

SMTP Server: Use the same server name as before.

User Name: Your full email address.

Password: Your email account password.



Outgoing Mail Server Info

SMTP Server:

User Name:

Password:

6. You will now be asked additional information about the Outgoing mail server:

The screenshot shows a dialog box titled "Outgoing Mail Server Info". It contains the following fields and controls:

- Port:** A text field containing "Auto".
- Use SSL:** An unchecked checkbox.
- Authentication:** A dropdown menu currently showing "Password".
- Buttons:** "Cancel", "Back", and "Create" (the "Create" button is highlighted in grey).

Ensure the “**Use SSL**” tick box is **NOT TICKED**. Set the port to 587. Ensure the Authentication is set to “Password”.