

Step-by-Step Instructions

Created for you by

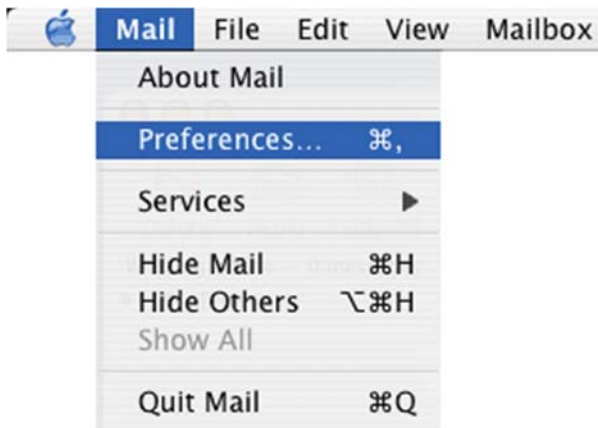


Setting Up Email On Mac Mail

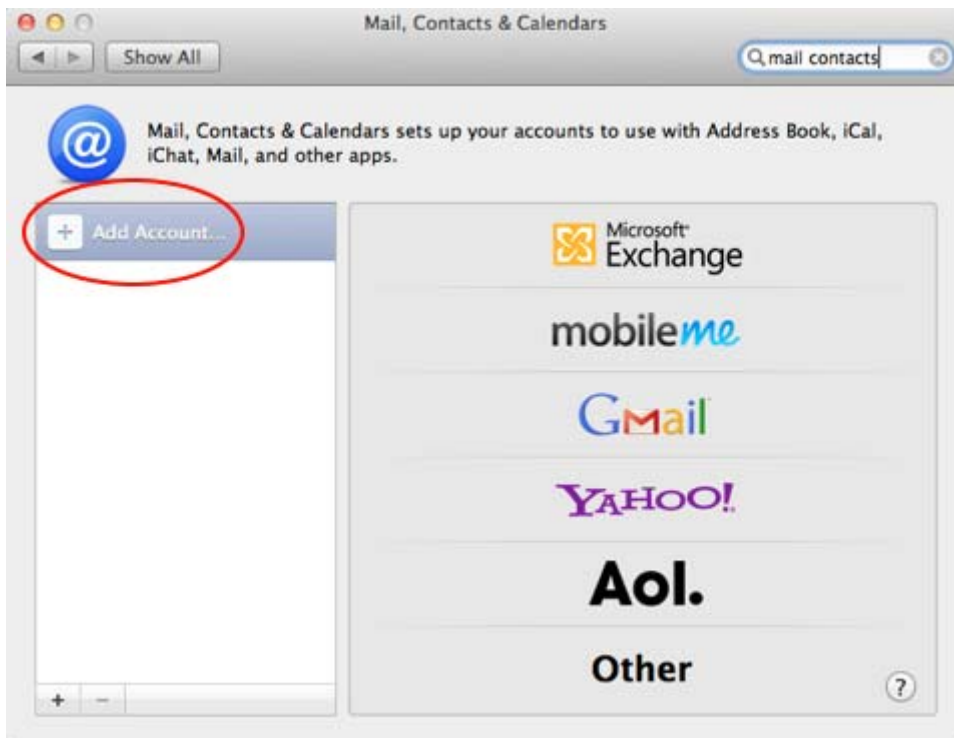
This tutorial shows you how to set up Apple Mail to work with your web-hosting email account.

To Set Up Your Apple Mail:

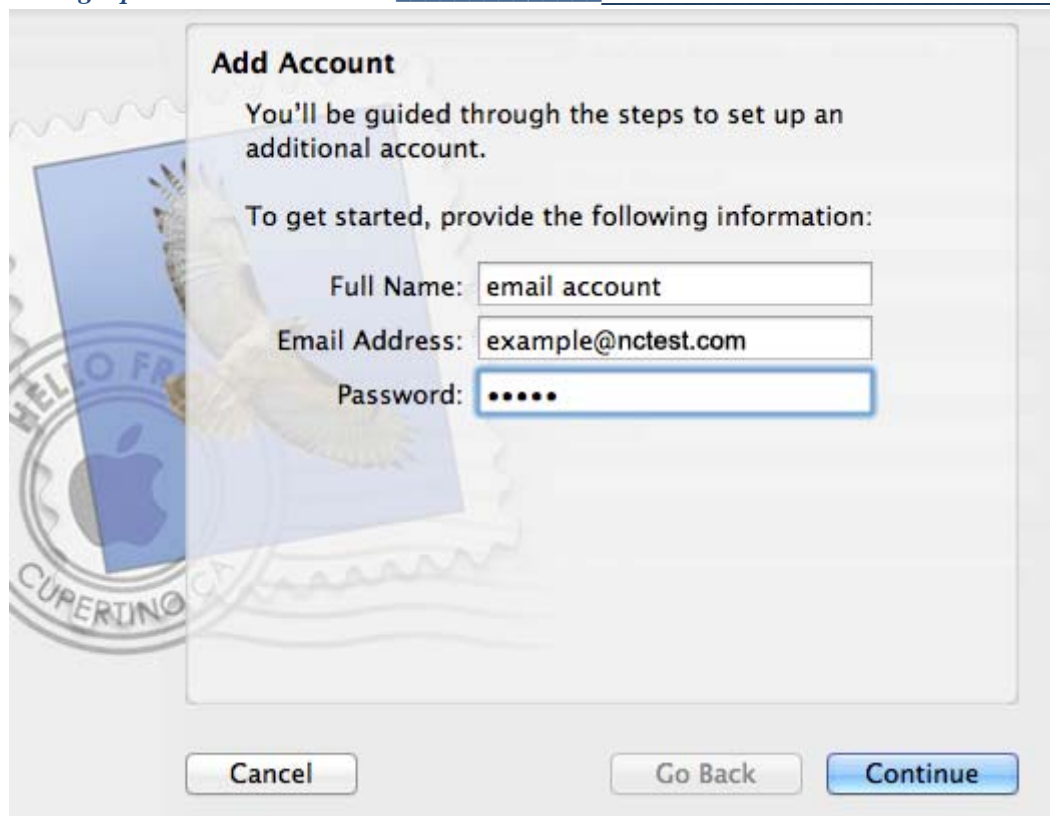
1. From the Mail menu, select Preferences.



2. Go to the Accounts tab, and then click the plus sign (+).



3. In the 'Add Account' window, enter your full name, email address and email password. Click Continue.



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



Description: Optional field. The name of your account will be displayed in Apple Mail. Incoming mail server: displays your hosting server's name.

User Name: Your full email address.

Password: Your email account password.

Click 'Continue'.

In the "Incoming Mail Security" window, please ensure "Use Secure Sockets Layer" is not selected.



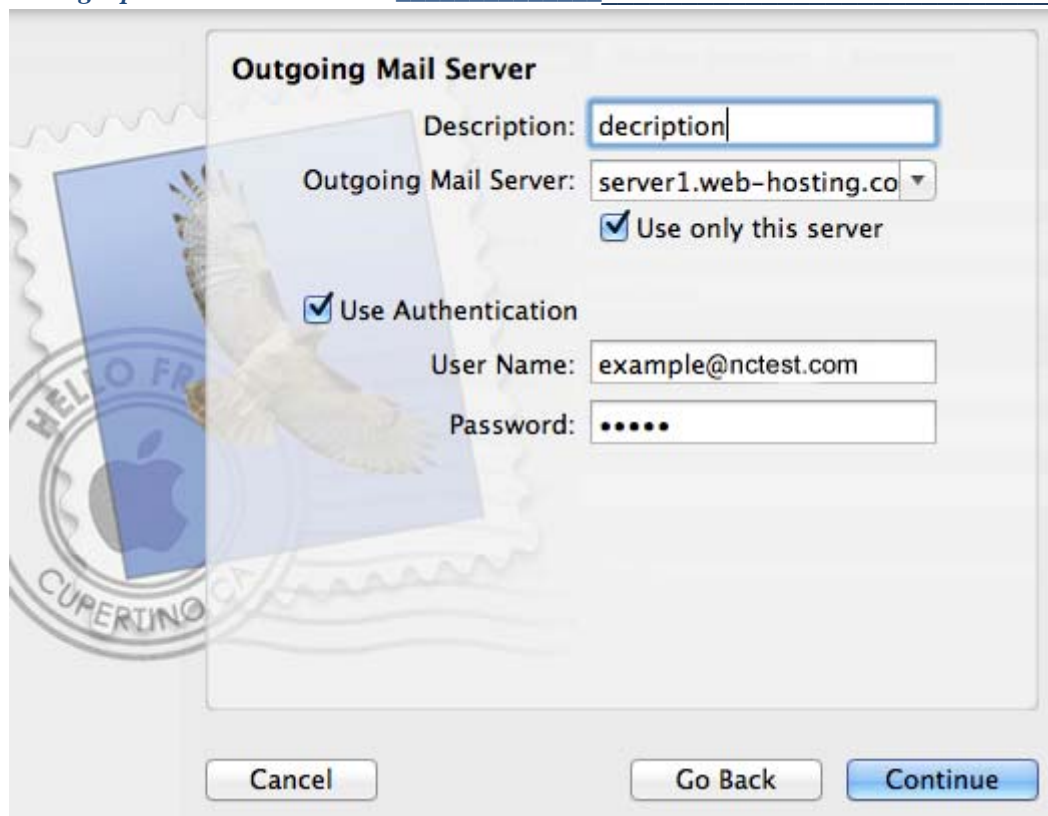
5. In the Outgoing Mail Server screen, complete your details as follows:

Description: Optional field. The name of your account displayed in Apple Mail.

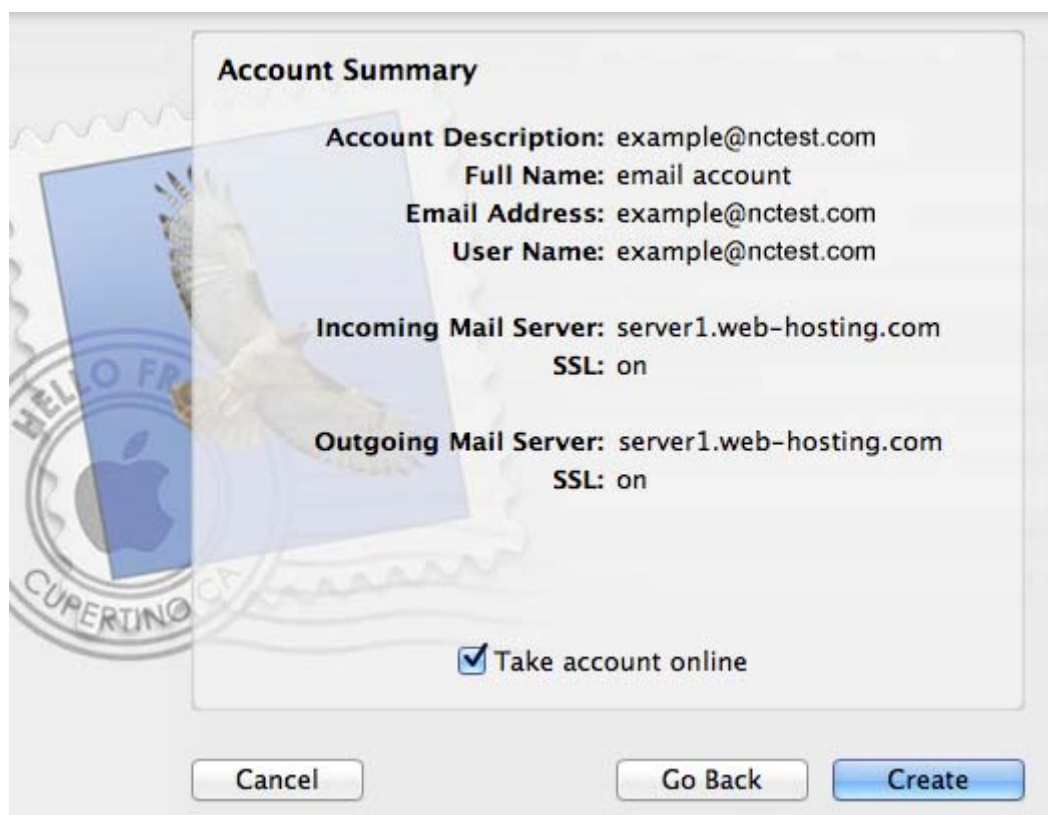
Outgoing mail server: Use the same server name as before.

Select the "Use only this server" box.

Select the "Use Authentication" box, and then enter your Email Address in the User Name field and your password.



6. You will see an Account Summary with all your details. Please select "Take Account Online" box and click Create.

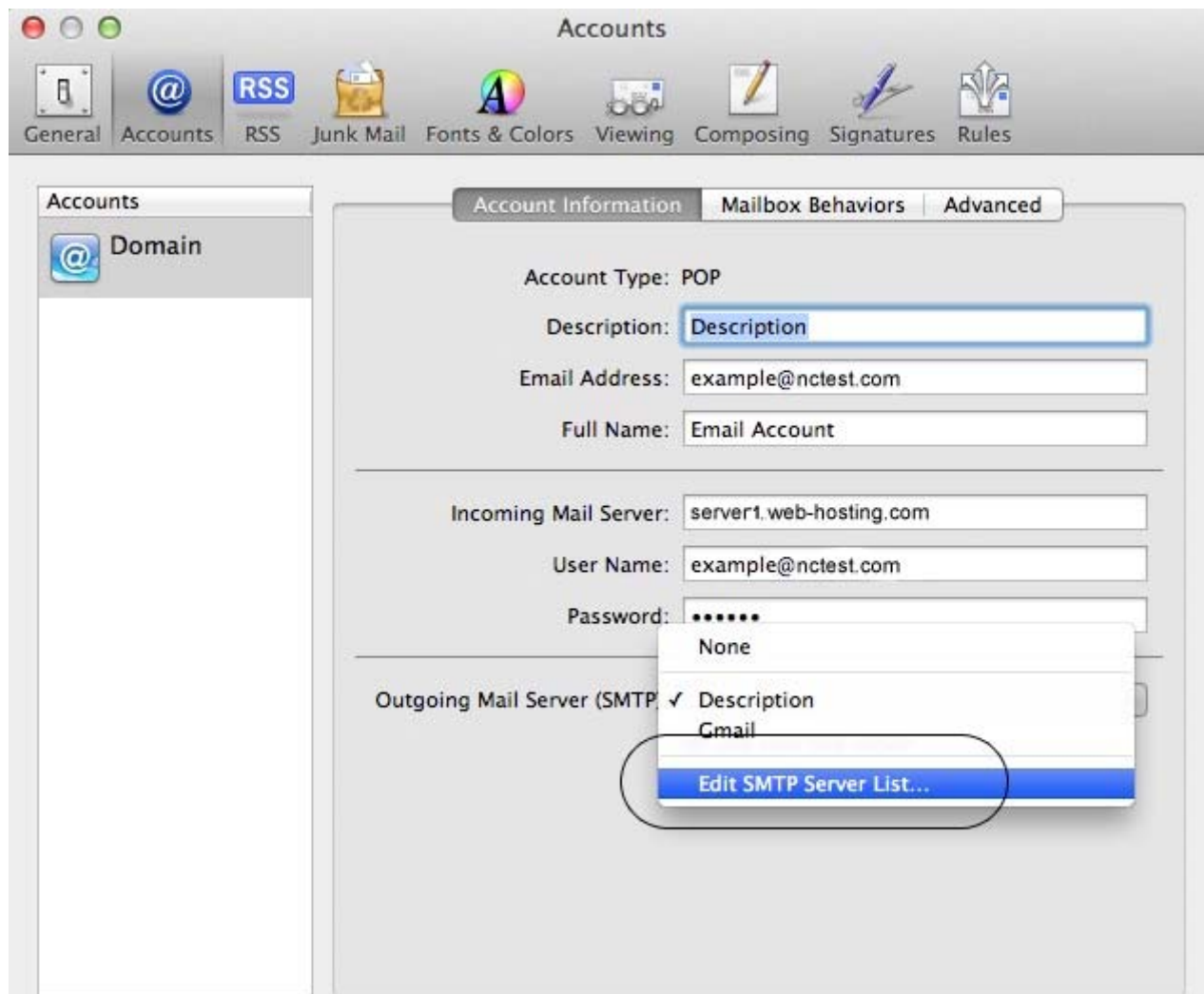


Advanced settings

Once your account has been created, you will be able to choose additional settings for IMAP or POP3 incoming/outgoing server.

For outgoing server (SMTP):

1. Under “Accounts”, click on your account. In “Account Information”, please find in the “Outgoing Mail Server (SMTP)” field: “Edit SMTP server list...” option



2. You can choose the server that you will use for this account and specify the port you need.

Note: In the “Outgoing server (SMTP)” field, the port number should be set to 2525

Please ensure the “Use Secure Sockets Layer (SSL)” box is not ticked.

