How to:

Set Up Email in Apple Mail





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Introduction

This guide takes you step-by-step through the process of setting up a new email account in older Apple Mail version. Refer to our **Yosemite**, **El Capitan** or **Sierra** set up guides for newer OS X versions. (*To find your version: click the Apple logo at screen top left > About this Mac*)

Note: This guide defaults to IMAP and No SSL.

Setting Up Your Apple Mail

- 1. Launch Apple Mail.
- 2. From the toolbar at the top, select Mail and then Add Account...



3. Select Other Mail Account.







| Welco | ome to Mail |
|--|--|
| Welcome to Mail You'll be guided account. To get started, f Full Name Email Address Password | d through the steps to set up your mail provide the following information: e: Name Sumame s: you@your-domain.com d: •••••• |
| (?) Cancel | Go Back Continue |



Incoming Server Settings

| | ing Mail Server | | |
|--------|----------------------|----------------------|---|
| NAA! | Account Type: | @ POP | ÷ |
| N | Description: | | _ |
| | ncoming Mail Server: | mail.your-domain.com | |
| OFP | User Name: | you@your-domain.com | |
| | Password: | | |
| | Sand I | | |
| MERUNG | | | |

- 4. Complete the following information:
 - Account type: this can be IMAP or POP, but IMAP is the default
 - Description: this is optional
 - Incoming Mail server: use mail.[domainname] or IP Address
 - User Name is your full email address
 - **Password** is your mailbox password (as in the previous screen)

Apple Mail will test the connection to the specified mail server. Once this is complete, click **Continue**.



Incoming Mail Security

5. When the **Incoming Mail Security** screen is displayed, leave "**Use Secure Socket Layer**" option unticked, and click **Continue**.

| _ | Welcom | e to Mail | |
|----------|-------------------|--------------------|----------|
| | Incoming Mail Sec | urity | |
| - ANNAN | Use Secure S | ockets Layer (SSL) | |
| 1 | Authentication: | Password | \$ |
| 2 2 | | | |
| 5 | | | |
| TO FR | Vite | | |
| 18th | 12 million | | |
| 1600 | E Start | | |
| | V. II | | |
| CAEDTIAL | Thankan | | |
| ENDRO | | | |
| | | | |
| 2) | Cancel | Co Back | Continuo |
| 9 | Cancer | GOBACK | Continue |

Outgoing Server Settings

- 6. Enter the **Outgoing Mail Server** and ensure that the **Use Authentication** checkbox is selected.
- 7. Enter your **username** and **password** (if these fields are not automatically populated, and then click **Next**.
- 8. Select the second option (Import emails from my other account POP3), and click **Next**.



| Ou | tgoing Mail Server | | |
|--------|-----------------------|-----------------------|----|
| VVVV | Description: | | |
| 111 | Outgoing Mail Server: | smtp.your-domain.com | |
| No. | | ☑ Use only this serve | er |
| L V | Use Authentication | | |
| OFR | User Name: | you@your-domain.com | |
| | Password: | | |
| | Sant 1 | | |
| | | | |
| TERING | | | |
| | | | |

Outgoing Mail Security

9. When the **Outgoing Mail Security** screen appears, leave the **Use Secure Socket Layer** checkbox unticked and click Continue.

| | Outgoing Mail Sec | urity iockets Layer (SSL) | |
|----------|-------------------|-------------------------------------|----|
| | Authentication: | Password | \$ |
| CREALING | brann | | |



Account Summary

10. View the account summary and click **Create**. If you select the **Take my account online** checkbox, your account is activated immediately.



Congratulations! Your Mail Account has been created. You can now set it up to send and receive mail.



Specifying Preferences and Checking Account Settings

Your Apple mail account has been set up, but there are a few additional settings that you can select to make sure your settings are optimal.

To specify Preferences:

1. Click the Mail menu and then click Preferences (Mail > Preferences)

| Mail | File | Edit | View | Mai |
|------|--------|---------|-------|-----|
| Abo | ut Mai | I | | |
| Pref | erence | S | 3 | ж, |
| Prov | ide Ma | ail Fee | dback | |
| Serv | ices | | | ۲ |
| Hide | e Mail | | | ЖΗ |
| Hide | e Othe | rs | r | ЖH |
| Show | w All | | | |
| Quit | Mail | | | жQ |



Checking Account Settings

- 2. Click the Accounts tab and select the relevant account.
- 3. On the Account Information tab, check that all the settings are correct.

| | Senable this account |
|------------------------------|---|
| Account Type: | POP |
| Description: | |
| Email Address: | you@your-domain.com |
| Full Name: | Name Sumame |
| Incoming Mail Server: | mail.your-domain.com |
| User Name: | you@your-domain.com |
| Password: | ••••• |
| Outgoing Mail Server (SMTP): | smtp.your-domain.com:you@ \$ |
| | ☑ Use only this server |
| | |
| | |
| | Account Type: Description: Email Address: Full Name: Incoming Mail Server: User Name: Password: Outgoing Mail Server (SMTP): |

4. Click the Outgoing Mail Server (SMTP) drop-down list, and select "Edit SMTP Server List" from the drop-down list.

| | None |
|---|--|
| 1 | smtp.your-domain.com:you@your-domain.com |
| | Edit SMTP Server List |



5. Select your Server from the list, and in the Accounts screen, confirm that your **Server Name** has been correctly entered.

| • | Server Name In Use By Account |
|----------|-------------------------------|
| | smtp.your-domai Your-Domain |
| | |
| | |
| | |
| + - | |
| | Account Information Advanced |
| Descrip | ption: |
| | |
| Server N | Name: sintp.your-domain.com |
| Server N | Name: smp.your-domain.com |
| Server N | Name: smp.your-domain.com |
| Server N | Name: smp.your-domain.com |



Confirming Advanced SMTP Settings

6. Click the Advanced tab. Make sure that the settings look like settings displayed in this picture.

| Description | Server Name In Use By Account smtp.your-domai Your-Domain |
|----------------|--|
| | |
| | |
| | |
| + - | |
| (| Account Information Advanced |
| | Use default ports (25, 465, 587) |
| | Use Secure Sockets Laver (SSI) |
| Authentication | Password + |
| User Name | : you@your-domain.com |
| | |

Your email is configured correctly.