

How to:

Set Up Email in Apple
Mail





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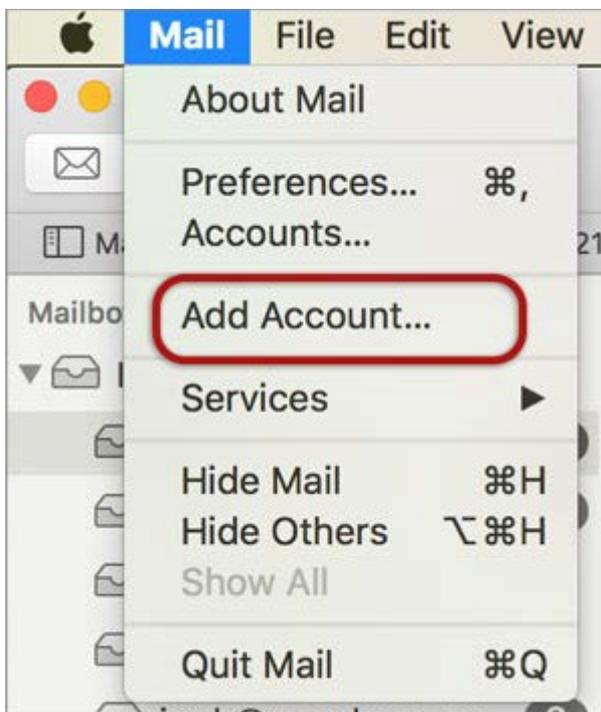
Introduction

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**.



Choose a Mail account provider...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Other Mail Account...

[?](#)



Welcome to Mail

Welcome to Mail

You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name:

Email Address:

Password:

A postage stamp featuring an eagle in flight over a blue background with an Apple logo. The stamp is partially obscured by the form. The text "HELLO FROM CUPERTINO CA" is visible on the stamp.

 ?

Incoming Server Settings



Welcome to Mail

Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

? Cancel Go Back Continue

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**.



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**.



Outgoing Mail Security

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





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.

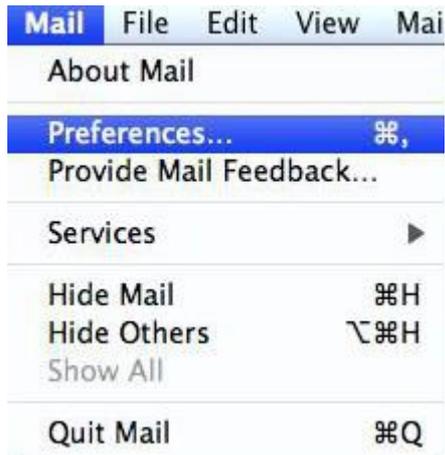


Specifying Preferences and Checking Account Settings

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**)



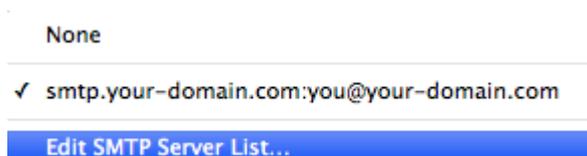


Checking Account Settings

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

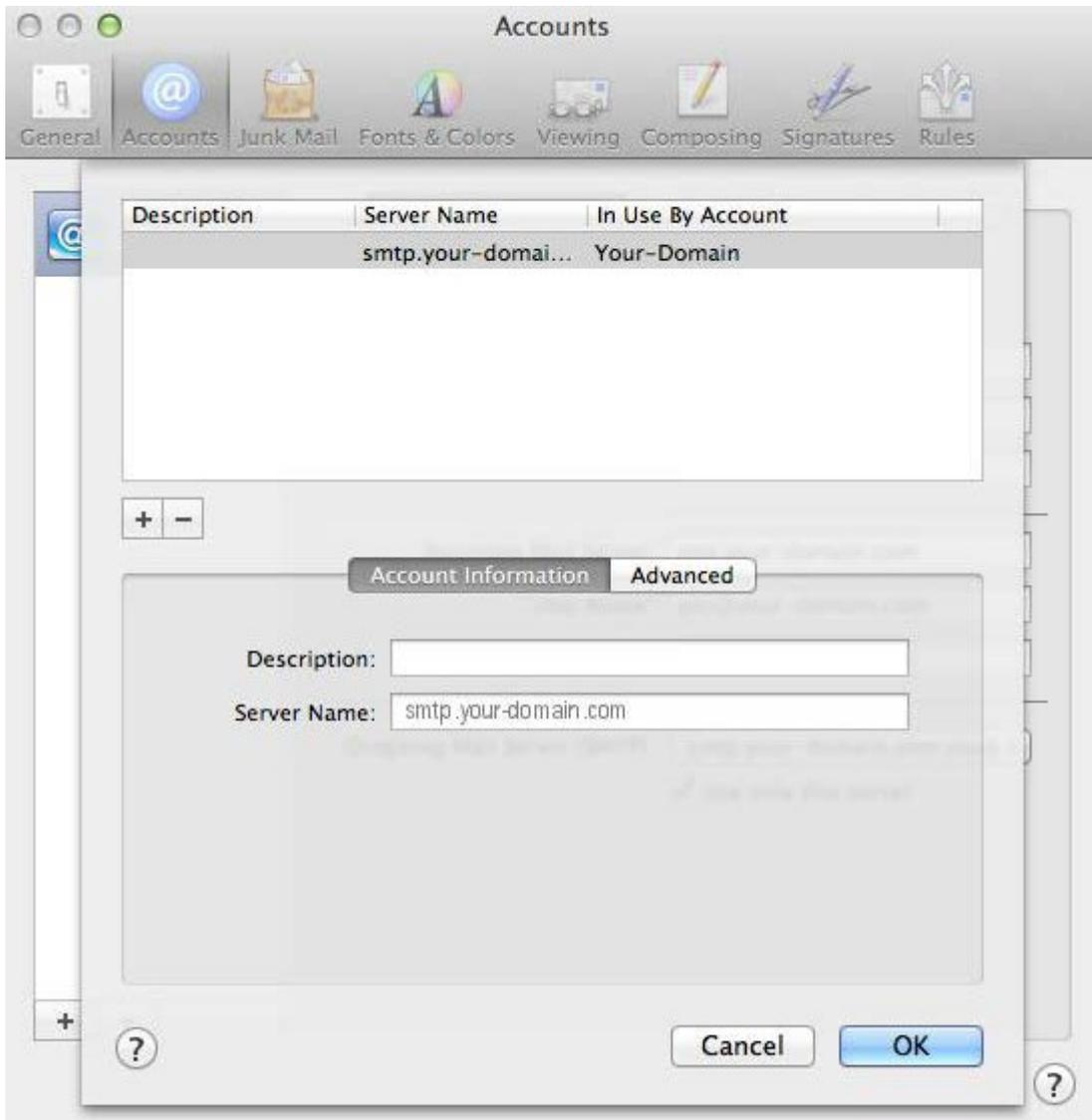


4. Click the Outgoing Mail Server (SMTP) drop-down list, and select “Edit SMTP Server List” from the drop-down list.





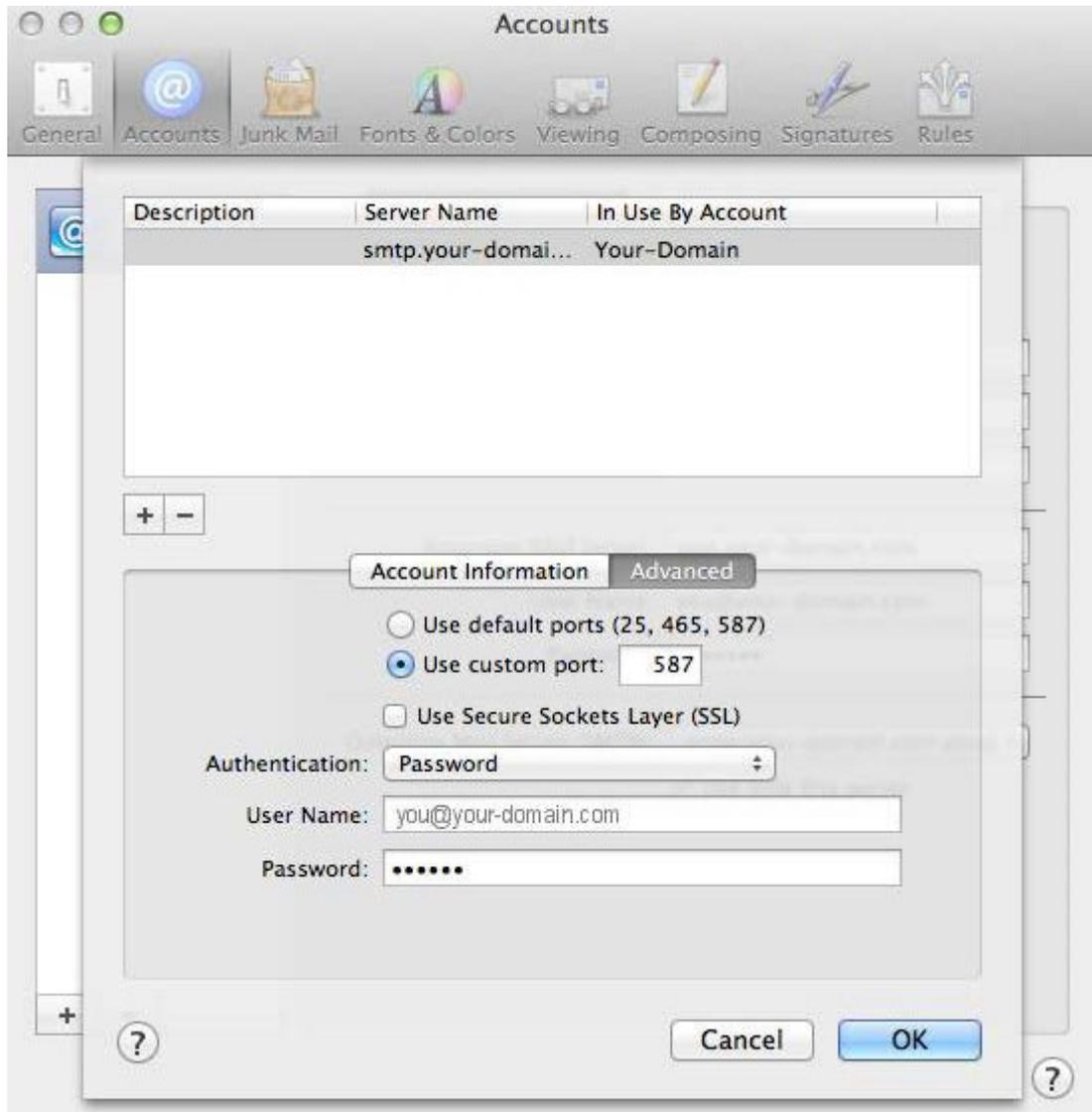
5. Select your Server from the list, and in the Accounts screen, confirm that your **Server Name** has been correctly entered.





Confirming Advanced SMTP Settings

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



Your email is configured correctly.