How To:

Set Up Email in OS X
El Capitan Mail

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Contents

Introduction

This guide takes you step-by-step through the process of setting up a new email account in OS X El Capitan. Refer to our **Yosemite**, **Sierra** or **Apple Mail** guides for other versions. *(To find your version: click the Apple logo at screen top left > About this Mac)*
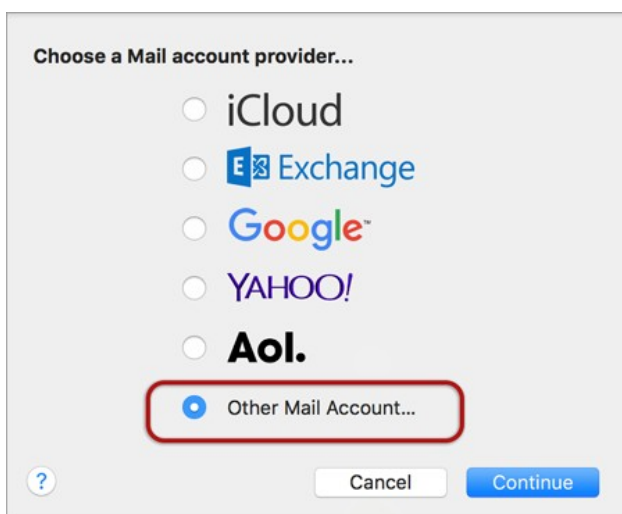
Note: This guide defaults to **IMAP** and **No SSL**.

Adding a New Email Account

1. Launch Apple Mail.
2. From the toolbar at the top, select **File** and then **Add Account**.
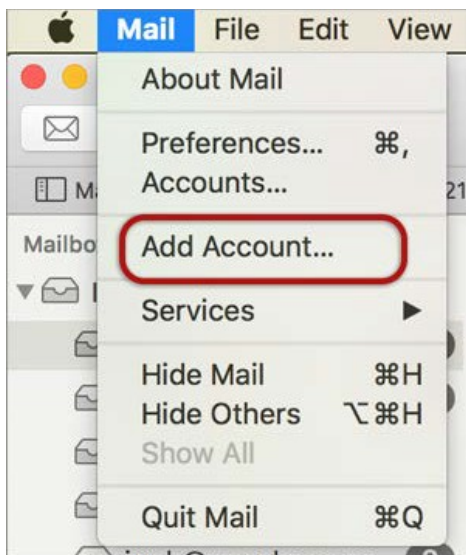
3. Select **Other Mail Account**.

Account Information

4. Enter your details as follows:

    - **Name** (which will appear in the 'From' field when you send emails)
    - Email Address
    - Password
    - Click **Sign In**

Server Settings

5. Complete the Server Settings as follows:

    - **User Name** is your full email address
    - **Account type**: this can be IMAP or POP, but IMAP is the default
    - **Password** is your mailbox password (as in the previous screen)
    - For domains still in transfer or **propagation**, you can temporarily use the **IP Address** in place of the Incoming and Outgoing Mail Server fields.

You can ignore the message "Unable to verify account name or password".

6. Click the **Sign In** button.

Server Identity
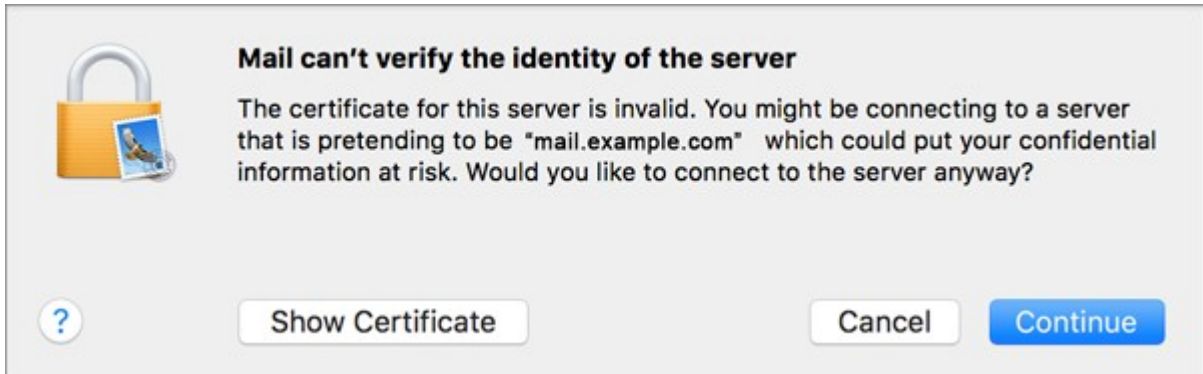
7. Ignore the error message. You can add the certificate to your trust settings to avoid seeing this message in the future.
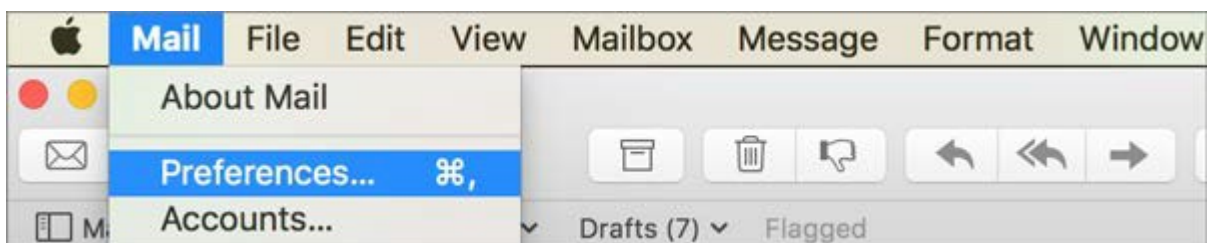8. Select the apps you wish to use with the account, and click Done.
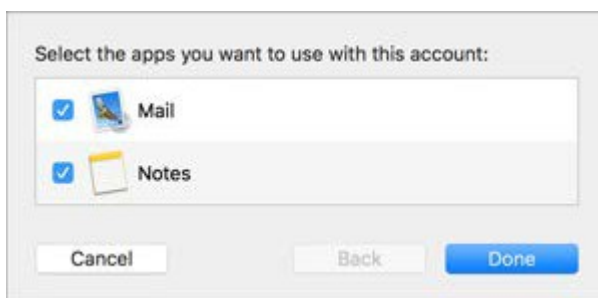
Congratulations! Your Mail account is set up.

There are a few additional settings that you can specify to make sure your settings are optimal and to avoid any future problems.
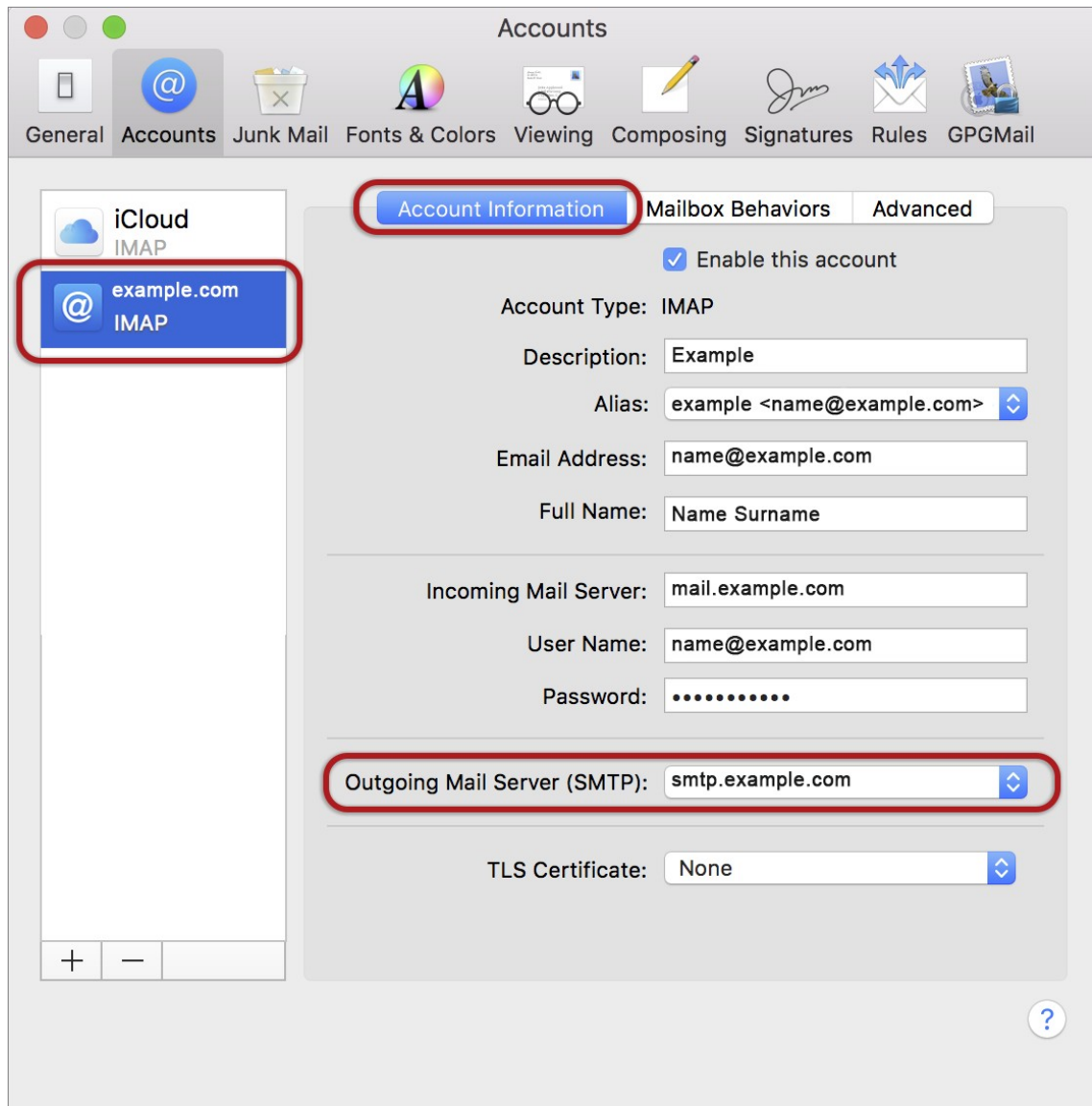
Further Settings

1. From the top menu, choose **Mail > Preferences**.

2. On the **Accounts** tab, select the new account from the list, and click Account Information.
3. Click the drop-down arrow on Outgoing Mail Server (SMTP), and select Edit SMTP Server List.

SMTP Settings
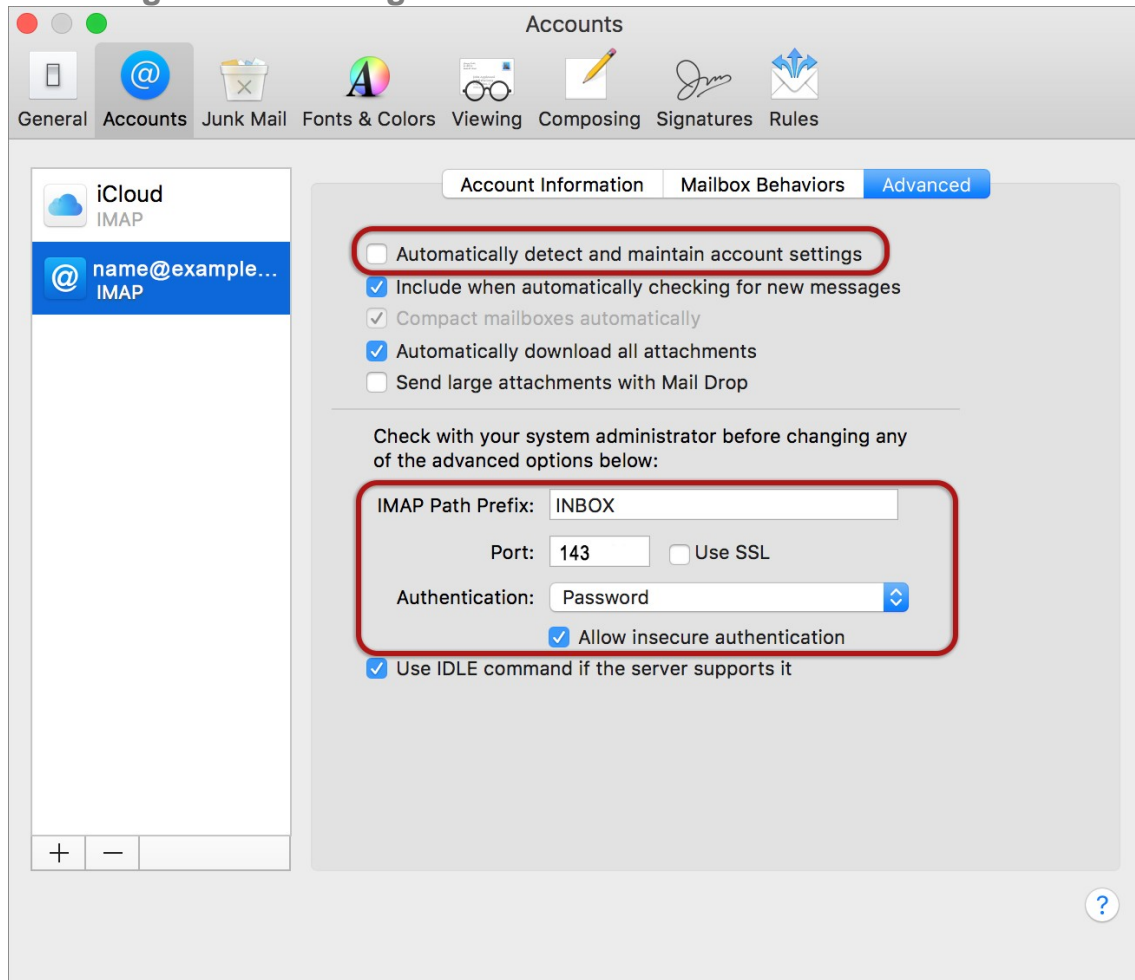

1. Select the account and click the Advanced tab.
2. Ensure that:

   - **Automatically detect and maintain account settings** is **not** ticked.
   - **Port** is 587
   - **Use SSL** is **not** ticked
   - **Authentication** is password
   - **Allow insecure authentication** is ticked
   - **User name** is the full email address

3. Click OK

Incoming Server Settings

1. Select the **Accounts** tab, and then click the **Advanced** tab.
2. Specify the settings as follows:

   - **Automatically detect and maintain account settings** is **not** ticked
   - Port is 143 for **IMAP** (or you can specify port 110 for **POP**)
   - **Use SSL** is **not** ticked
   - **Authentication** is **Password**
   - **Allow insecure authentication** is ticked

3. Close the form and **Save Settings** when prompted.

Congratulations! Your El Capitan Mail is now set up.