How To:

Set Up Email in MacOS Sierra Mail





Contents

Introduction	2
Adding a New Email Account	2
Server Settings	3
Server Identity	4
Further Settings	4
Outgoing Mail Security	5
Account Summary	6
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Introduction

This guide takes you step-by-step through the process of setting up a new email account in MacOS Sierra. Refer to our **Yosemite**, **El Capitan** 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...

Choose a Mail account provider	
 iCloud 	
Exchange	
⊖ Google [.]	
· YAHOO!	
o Aol.	
• Other Mail Account	
? Cancel Continue	(



4. Enter your **name** (which will appear in the "From" field in your emails), **email address** and **password**, and click **Sign In**.

Add a Mai	I account ut the following information:		
Name:	Name Surname		
Email Address:	name@example.com		
Password:			
Cancel	Back Sign In		

Server Settings

- 5. Complete the following information and click Sign In
 - 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".



Server Identity

0	Mail can't verify the identity of	the server	
4	The certificate for this server is inva that is pretending to be "mail.examp information at risk. Would you like to	lid. You might be connection le.com" which could put y connect to the server any	ng to a server our confidentia way?

- 6. Ignore the error messages. You can add the certificate to your trust settings to avoid seeing this message in the future.
- 7. Select the apps you wish to use with the account, and click Done

🛛 💐 Mail		
🛛 🚺 Notes		
Cancel	Back	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**.

Ś	Mail	File	Edit	View	Mailbox	Message	Format	Window
• •	Abo	ut Mai	1					
	Pref	erence	es	ж,			• *	 →
Шм	Acc	ounts.		~	Drafts (7)	 Flagged 		



2. On the **Accounts** tab, select the new account from the list, and click Server **Settings**.

	Accounts	
1 🔘 💓	A m	n de transmer de t
Genera Accounts Junk Mai	I Fonts & Colors Viewing	Composing Signatures Rules
iCloud IMAP	Account Information	Mailbox Benaviors Server Settings
example.com		Enable this account
ІМАР	Status:	Online
	Description:	example.com
	Email Address:	John Smith > name@example.com ᅌ
	Download Attachments:	All
	Send large attachmer	nts with Mail Drop
+ -		
		?

Specify **server settings** as follows:

- 3. Uncheck the boxes for **Automatically manage connection settings** for both **Incoming** and **Outgoing** Mail Servers. Additional fields are displayed.
- 4. Select Advanced IMAP Settings.

Outgoing Mail Security

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



Incoming Mail Server (IMAP)				
User Name:	name@example.com			
Password:				
Host Name: mail.example.com				
\rightarrow	Automatically manage connection settings			
(Advanced IMAP Settings			
Outgoing Mail Server (SMTP)				
Account:	example.com			
User Name:	name@example.com			
Password:	•••••			
Host Name:	smtp.example.com			
\rightarrow	Automatically manage connection settings			

6. Select Allow insecure authentication > OK.

Account Summary

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





	Ac	counts			
General Accounts Junk Mail	Fonts & Colors	Viewing Composing Signatures Rules			
iCloud	Account Informa	ation Mailbox Behaviors Server Settings			
	Incoming Mail Server (IMAP)				
	User Name:	name@example.com			
	Password:	•••••			
	Host Name:	mail.example.com			
		Automatically manage connection settings			
	Port:	143 Use TLS/SSL			
	Authentication:	Password 🗘			
		Advanced IMAP Settings			
	Outgoing Mail S	erver (SMTP)			
	Account:				
	User Name:	name@example.com			
	Password:	•••••			
	Host Name:	smtp.example.com			
		Automatically manage connection settings			
	Port:	587 Use TLS/SSL			
	Authentication:	Password 🗘			
+ -		Save			
		?			

8. Uncheck the boxes for Use TSL/SSL for both Incoming and Outgoing Mail Servers.

9. Click **Save**. Note: this button only becomes visible when settings have changed.