How To:

Set Up Email in
MacOS Sierra Mail

Contents

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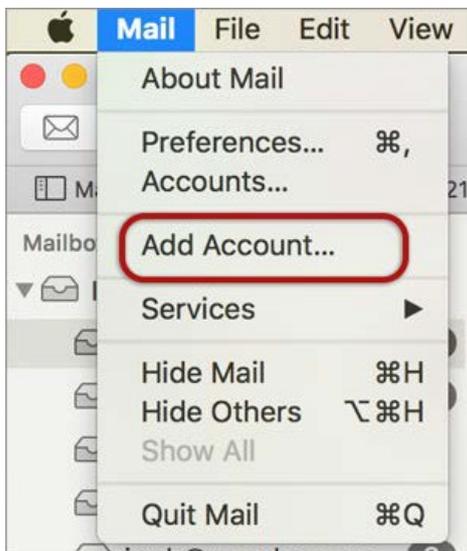
3. Select **Other Mail Account**…
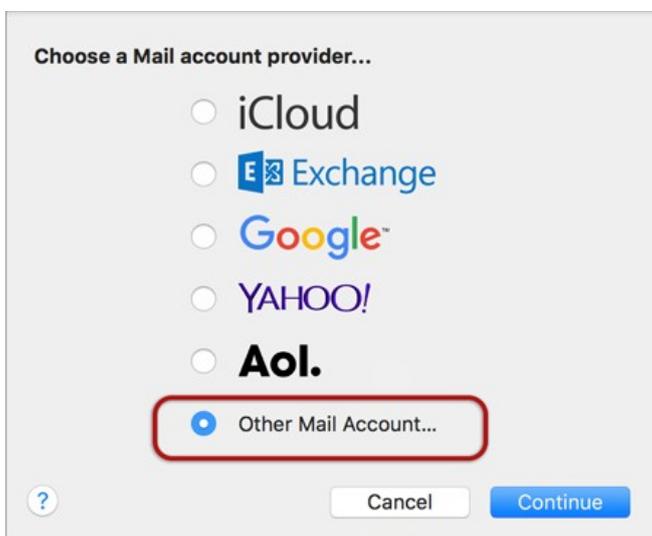
4. Enter your **name** (which will appear in the "From" field in your emails), **email address** and **password**, and click **Sign In**.

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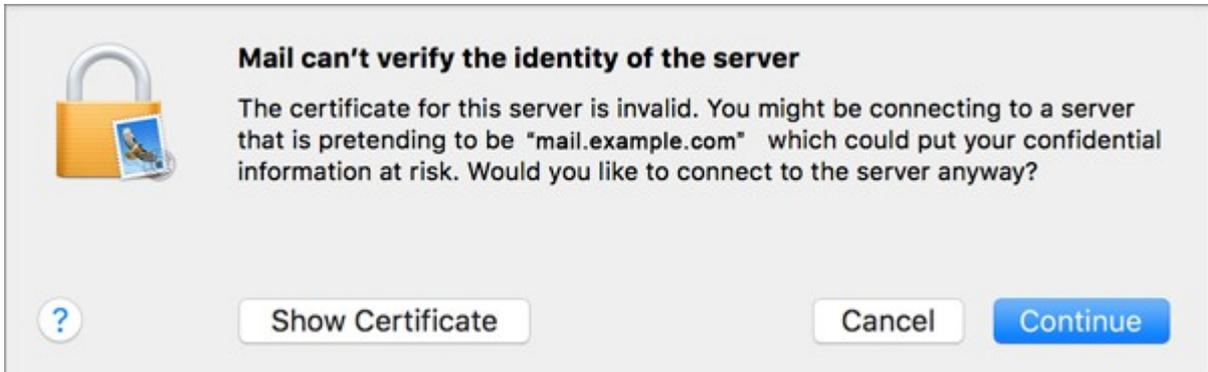
6. Ignore the error messages. You can add the certificate to your trust settings to avoid seeing this message in the future.
7. Select the apps you wish to use with the account, and click Done
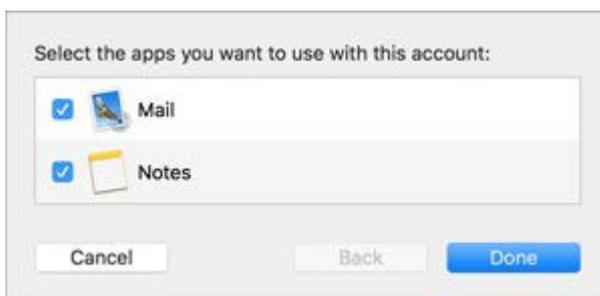
Congratulations! Your Mail account is set up.

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**.
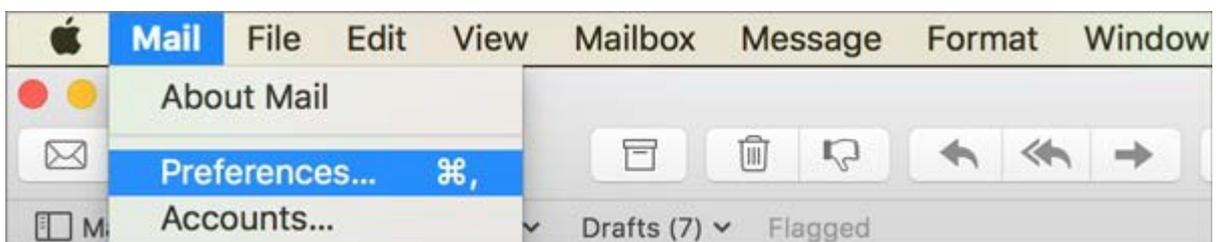
2. On the **Accounts** tab, select the new account from the list, and click Server Settings.
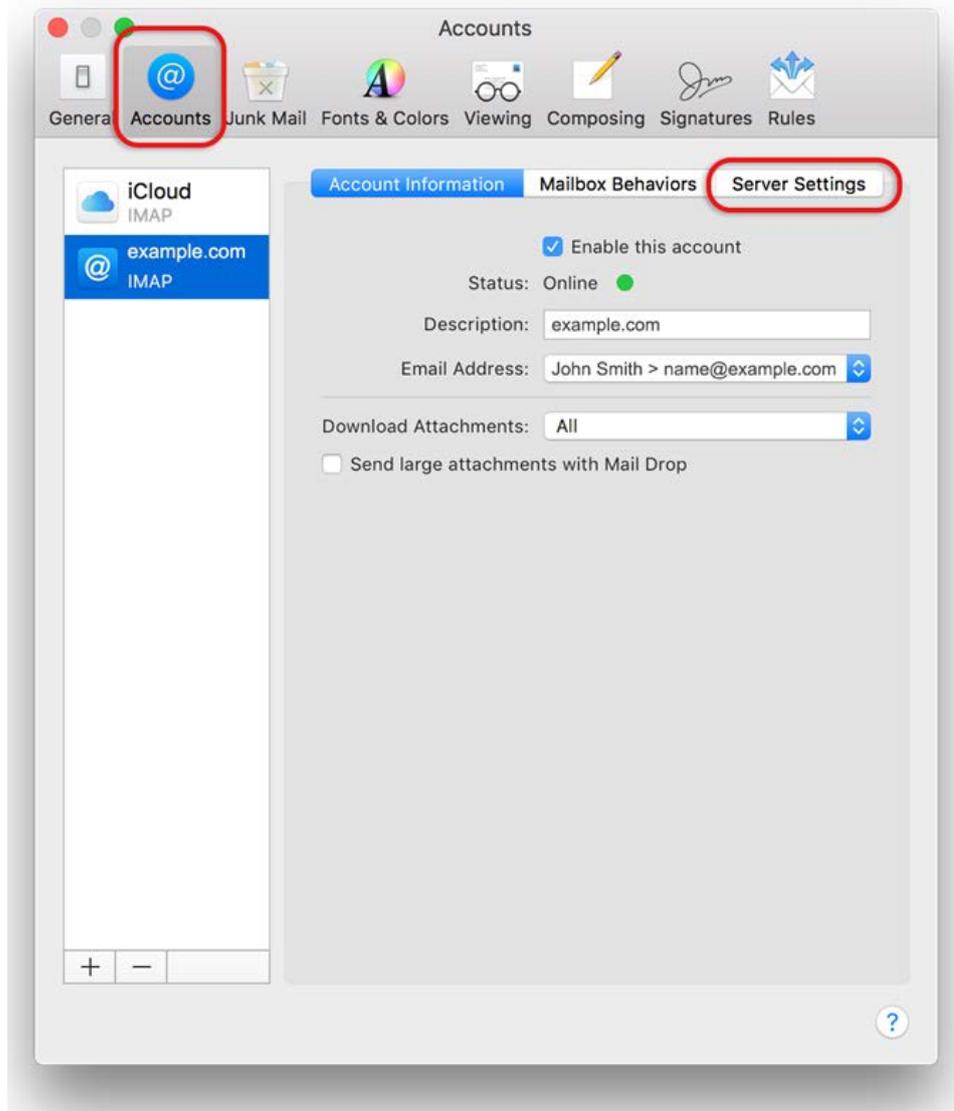
Specify **server settings** as follows:

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.

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.

8. Uncheck the boxes for Use TSL/SSL for both Incoming and Outgoing Mail Servers.
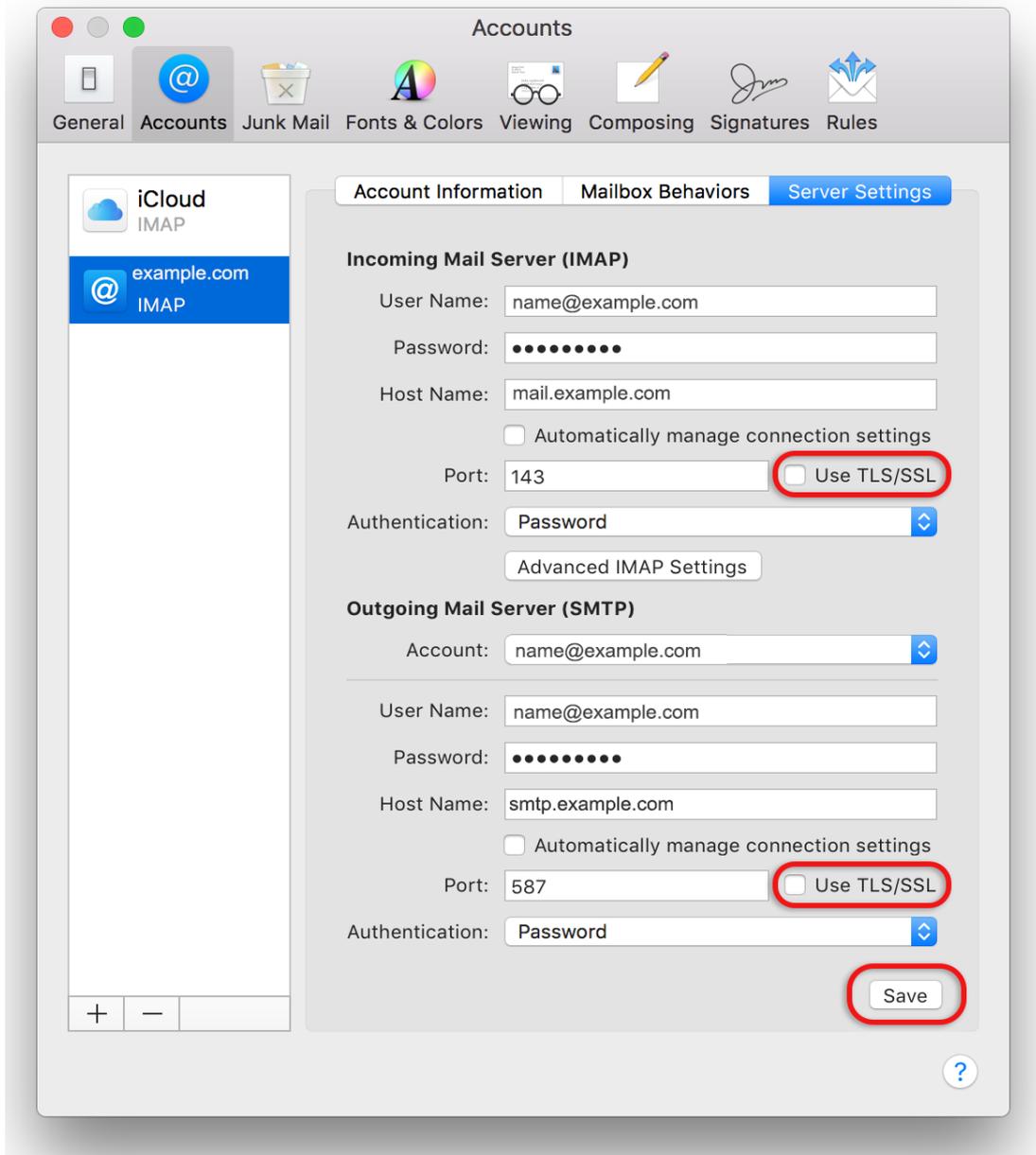
9. Click **Save**. Note: this button only becomes visible when settings have changed.