How To:

Set Up Email in OS X Yosemite Mail

VOX®

Contents

Introduction

This guide takes you step-by-step through the process of setting up a new email account in OS X Yosemite. Refer to our **El Capitan**, **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**.
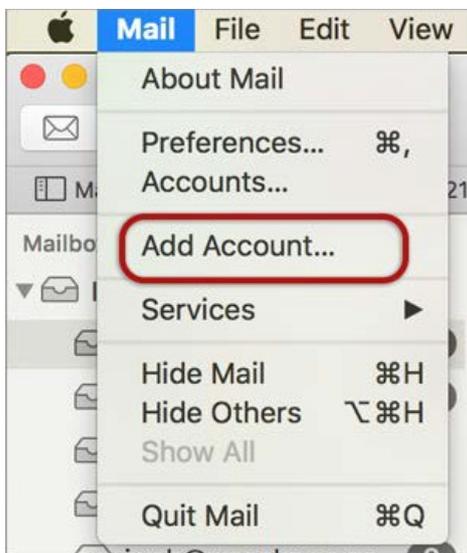
3. Select **Other Mail Account**.
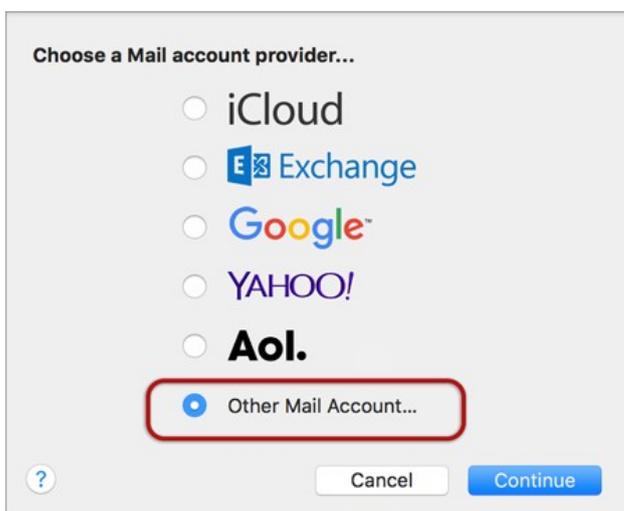
Configuring a Mail Account Manually

After you click **Create**, a message is displayed requiring you to configure the account manually. Click **Next**.

Add a Mail Account

To get started, provide the following information:

Full Name: Name Surname

Email Address: name@example.com

Password: ●●●●●●●●●●

(Account must be manually configured)

Cancel   Next

Incoming Mail Server Info

Incoming Mail Server Info

Account Type: IMAP POP

Mail Server: mail.example.com

User Name: name@example.com

Password: ●●●●●●●

Cancel   Back   Next

4. Enter your details as follows:

- **Account type** – IMAP or POP. **IMAP** is the default
- **Mail Server** is **mail.[domain name]** or **IP Address**
- **User Name** is the full email address
- **Password** is the mailbox password
- Click **Next**

Verifying Security Certificate for Incoming Server

You can ignore the server identity message, and click **Continue**.

Outgoing Mail Server Info

1. Complete the settings as follows:

   - **SMTP Server** starts with **SMTP** or **IP Address**
   - **User Name** is your full email address
   - **Password** is your mailbox password (as in the previous screen)

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

2. Click the **Create** button and verify the security certificate for the outgoing Mail Server by clicking **Connect**.

Your email account is now set up, and is displayed in the accounts list with your other mail accounts.

It is recommended that you configure the additional settings to avoid any future problems.

Further Settings

1. From the top menu, choose **Mail > Preferences**.
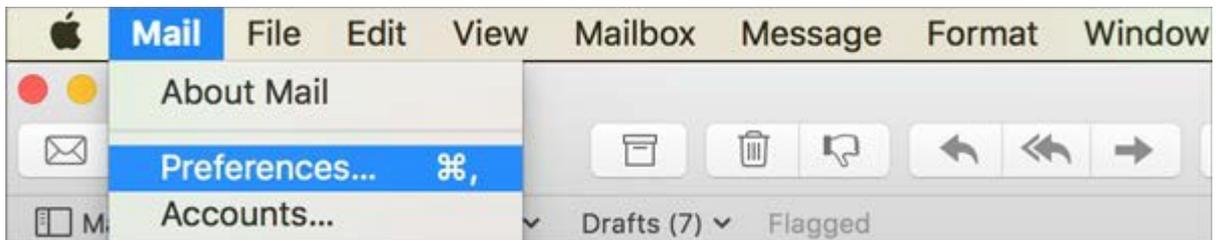
2. On the **Account Information** tab, select the new account from the list on the left.
3. Click the drop-down arrow on **Outgoing Mail Server** (**SMTP**), and select **Edit SMTP Server List**.

SMTP Settings

Select the account and click the **Advanced** tab.

4. 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

5. Click OK

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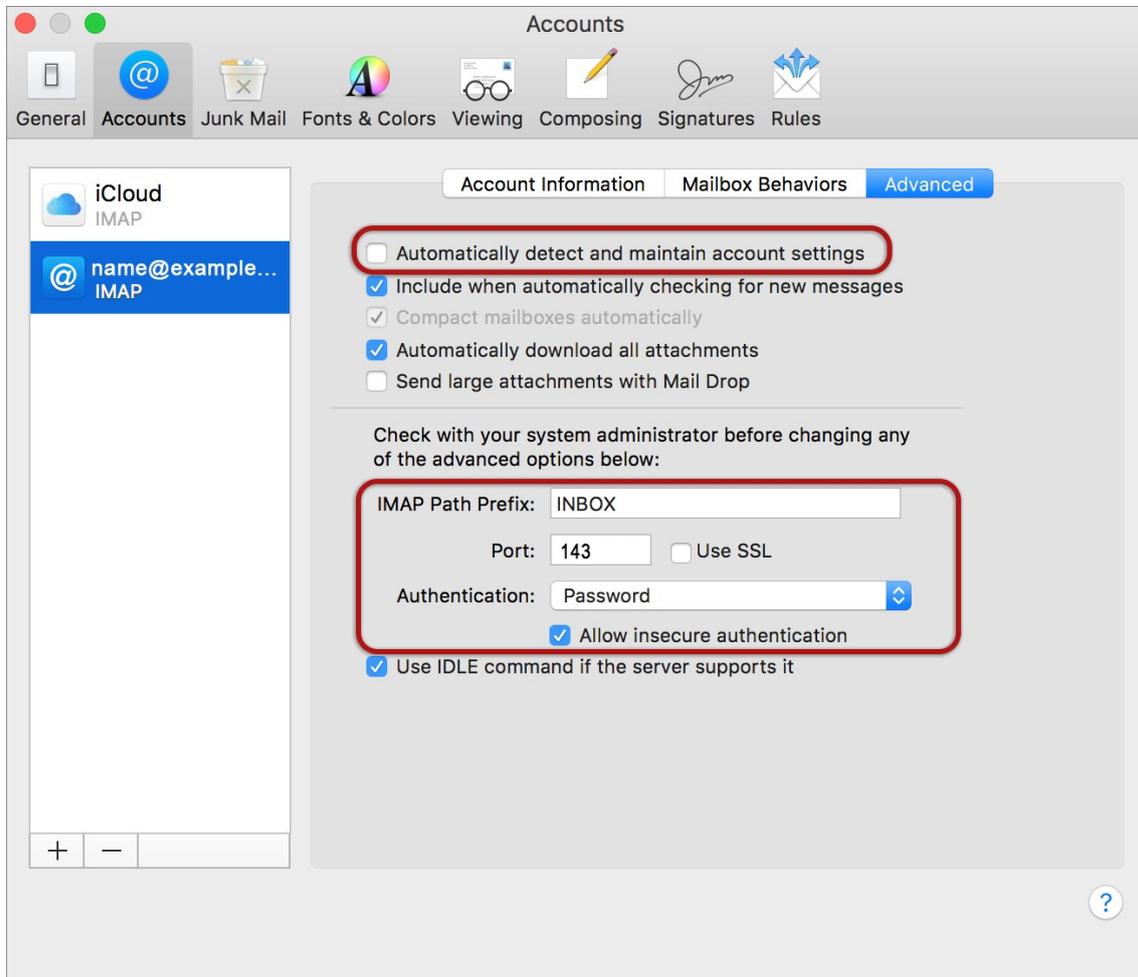
1. Select the **Accounts** tab, and then click the **Advanced** tab.
2. Specify the settings as follows:

    * **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 Yosemite Mail is now set up.