How To:

Set Up Email in OS X Yosemite Mail





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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.

Choose	a Mail account provider
	 iCloud
	○ E Exchange
	○ Google ⁻
	· YAHOO!
	• Aol.
	Other Mail Account
?	Cancel Continue



Configuring a Mail Account Manually

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

To get started, provide	e the following information:
Full Name:	Name Surname
Email Address:	name@example.com
Password:	•••••
Account must t	be manually configured

Incoming Mail Server Info

Incoming Mail Server Int	fo
Account Type: Mail Server:	IMAP POP mail.example.com
User Name: Password:	name@example.com
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

Outgoing Mail Se	rver Info
SMTP Server:	smtp.example.com
User Name:	name@example.com
Password:	
Cancel	Back Create

- 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**.

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

- 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.

			1	Accounts				
	@	×	A	00		Down		
General	Accounts	Junk Mail	Fonts & Colors	Viewing	Composin	g Signatures	Rules	
	iCloud IMAP		Account In	formation	Mailbo	x Behaviors	Advanced	
6	example.co	n				lable this acc	ount	
	ΙΜΑΡ			Account Ty	ype: IMAP			
				Descript	ion: Exar	nple		
			E	mail Addro	ess: nam	e@example.co	m	
				Full Na	me: Nam	e Surname		
			Incomin	g Mail Ser	ver: mail.	example.com		
				User Na	me: nam	e@example.co	m	
				Passwe	ord: ••••	•••••		
			Outgoing Mail S	erver (SM	TP): smtp	.example.com		
		-						
+	_							
								?
								•



SMTP Settings

Description	Server Name	In Lise By Account
netzner.co.za	maliserver.netzner	Hetzner
iCloud	p01-smtp.mail.me	iCloud
Example	smtp.example.com	name@example.com
+ -		
(Account Information	Advanced
Auto	matically detect and n	naintain account settings
Port	: 587 Use	e SSL
Authentication	: Password	•
	🗸 Allow insecure a	uthentication
User Name	: name@example.com	n
Password	: •••••	
		Cancel

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

			Accounts	
General	(a) Accounts	Junk Mail	Fonts & Colors Viewing Composing Signatures Rules	
	iCloud IMAP		Account Information Mailbox Behaviors Advanced	
@	name@ex IMAP	ample	 Automatically detect and maintain account settings Include when automatically checking for new messages Compact mailboxes automatically Automatically download all attachments Send large attachments with Mail Drop Check with your system administrator before changing any of the advanced options below: 	
			IMAP Path Prefix: INBOX Port: 143 Use SSL Authentication: Password V Allow insecure authentication V Use IDLE command if the server supports it	
+	-			
				?

- 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.