Setup your email account in Mail (Mac Mail)

This guide will show step-by-step instructions for setting up email account in Mail on OS X.

Adding a New Account

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Ser	vices			•
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- 1. Choose Preferences, from the Mail menu.
- 2. Select Preferences.
- 3. Click on the Accounts tab.
- 4. On the Accounts window, click the + (plus) sign.

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Account Settings

1. Choose Add Other Mail Account

Choose a Mail account provider
 iCloud
○ E SExchange
 Google[*]
○ YAHOO!
O Aol.
Other Mail Account
? Quit Continue

2. Enter your Full Name, or as you would like it to appear on your sent email.

Add a Mail Account		
To get started, provide	e the following information:	
Full Name:	Example Name	
Email Address:	examplename@example.com]
Password:	•••••]
Account must be r	nanually configured	
Cancel	Next	
		Replace example.com
unitle manuelle environ elle persona de la p		

with your own domain name.

- 3. Enter your **Email Address**.
- 4. Enter your email account's **Password**.
- 5. Click the **Continue** button.
- 6. A message should appear saying "Account must be manually configured". Click Next.

Incoming Mail Server

When entering the information for your **Incoming Mail Server** you will need to decide if you would like to use <u>POP3</u> or <u>IMAP</u>. POP3 will download and remove all of the emails from our server, whereas IMAP will synchronize the emails between your email client(s) and our server. IMAP is recommended if you will be using this email account with multiple devices since they will all synchronize.

Incoming Mail Server In	fo	
Account Type:	IMAP POP	
Mail Server:	mail.example.com	
User Name:	examplename@example.com	
Password:	•••••	
Cancel	Back Next	
		Replace example.con

with your own domain name.

• Choose your account type. You may select either POP or IMAP.

Click here for an explanation on the differences between POP3 and IMAP

- Please enter mail.*example.com* as the Incoming mail server, replacing *example.com* with your own domain name.
- Enter your full email address as the **User Name**.
- Enter the **Password** of your email account.
- Click **Next**.

Incoming Mail Server Info

- 1. For Path Prefix, please enter **INBOX**.
- 2. If you are using IMAP, make sure you are using either port 143 with no SSL -OR- port 993 with SSL.

If you are using POP3, make sure you are using either port 110 with no SSL -OR- port 995 with SSL.

3. Authentication should be set to **Password**.

Outgoing Mail Server

Outgoing Mail Se	rver Info	
SMTP Server:	mail.example.com	
User Name:	examplename@example.com	
Password:	••••••	
Cancel	Back Create	
		Replace example

with your own domain name.

1. The Outgoing Mail Server is the same as your incoming mail server. Again, this will be something like mail.*example.com*

com

2. Enter your full email address as the **User Name**.

Note: Outgoing username and password could say "optional" in the field. Please be sure to add your username and password to it.

- 3. Enter the **Password** of your email account.
- 4. You may receive a message saying Additional account information required.
- 5. For the port number, you can use port 26 with no SSL or port 465 with SSL.
- 6. Make sure the Authentication is set to **Password**.
- 7. Click the **Create** button.

Complete the Setup Process

If you are running Yosemite you may want to change two options to make sure that your account settings don't change. These steps only apply to apple computers running Yosemite.

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Prov	ide Ma	ail Fee	dback	
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Hide	e Mail			жH
Hide Sho	e Othe w All	rs	v	жH
Quit	: Mail		1	жQ

- 1. Choose Preferences, from the Mail menu.
- 2. Select **Preferences**.
- 3. Click on the **Accounts tab**.
- 4. Click on Advanced.

5. Uncheck the option labeled "Automatically detect and maintain settings".

00	Accounts				
General Accounts Junk Mail	A Go Z Sm M				
@ examplen IMAP	Account Information Mailbox Behaviors Advanced				
	Automatically detect and maintain account settings				
	Include when automatically checking for new messages				
	 Compact mallboxes 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				
	Allow insecure authentication				
	Use IDLE command if the server supports it				
		?			

Now Click on Account Information

- 6. Under Outgoing Mail Server(SMTP) select the "Edit SMTP Server List" option.
- 7. Click Advanced.

8. Uncheck the option labeled "Automatically detect and maintain settings".

		Accounts	
General	Accounts Junk Mail	Fonts & Colors Viewing Composing Signatures Rules	
0	Description	Server Name In Use By Account mail.example.com mail.example.com mail.example.com example.com	
	+	Account Information Advanced	
	Po	ort: 25 Vise SSL on: None]
+	?	Cancel OK	
			?

9. Click OK