



This guide takes you step-by-step through the process of setting up a new email account in older Apple Mail versions.

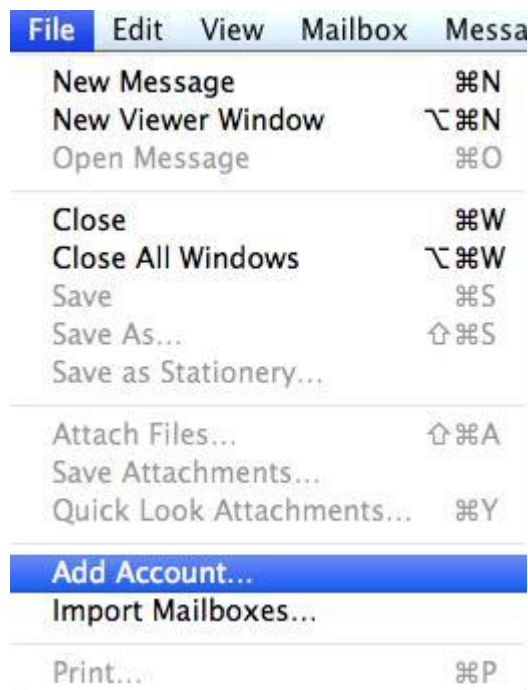
Check your password

- *First, check your password by browsing to [Webmail](#) and trying to log in. If you aren't able to log in, then you have the incorrect password. Forgotten passwords can be reset – you will need to get your domain or web administrator to update it for you.*

Add Account

1. **Launch Apple Mail.**

2. *From the toolbar at the top, select **File** and then **Add Account**.*



Apple Mail Setup

3. Enter your **name** (which will appear the “From” field in your emails), **email address and password**, then click **Continue**



Incoming Server Settings

4. Complete the information:

- **Account Type** can be IMAP or POP (IMAP is default)
- **Description** (optional) e.g. Name
- **Incoming Mail Server** is mail.(your domain name)
- **User Name** is your full email address
- **Password** is your mailbox password (as in the previous screen)

5. Apple Mail will now **test the connection** to the specified mail server. Once this is complete, click **Continue**.



Incoming Mail Security

6. When the **Incoming Mail Security** screen appears, leave **Use Secure Socket Layer** unticked and click **Continue**.



Outgoing Server Settings

7. Enter the **outgoing mail server** and ensure that the **Use Authentication** checkbox is ticked.

8. Enter your **username** and **password** (if these fields are not automatically populated) then click **Continue**.



Welcome to Mail

Outgoing Mail Server

Description:

Outgoing Mail Server: smtp.your-domain.com ▼

Use only this server

Use Authentication

User Name: you@your-domain.com

Password: ●●●●●●

? Cancel Go Back Continue

Incoming Mail Security

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



Account Summary

10. View the account summary and click **Create**. Ticking the **Take my account online** checkbox will ensure that your account is activated immediately.



You have completed your account setup

11. Your Mac mail program should now be set up to send and receive mail, however, to avoid issues in future, continue with these tweaks:

Select the Preferences menu

12. Click on the **Mail** menu and then click **Preferences**.

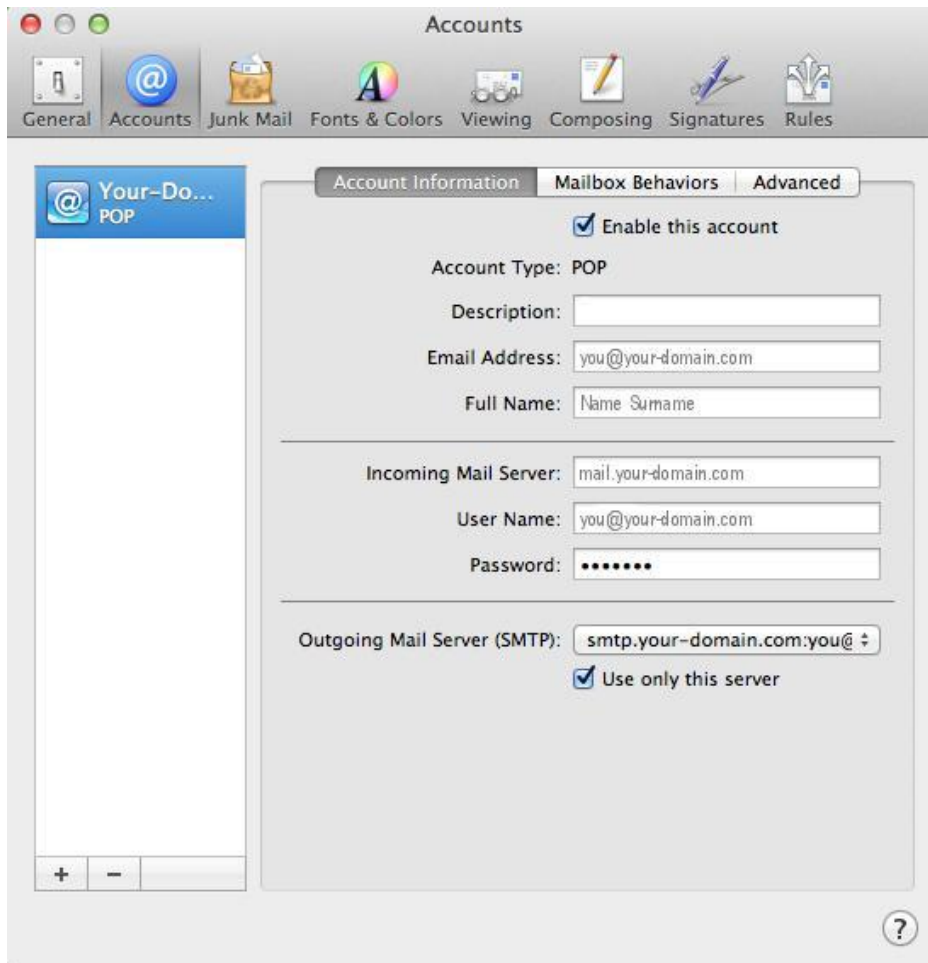


Check account settings

13. Click on the **Accounts** tab and select the relevant account.

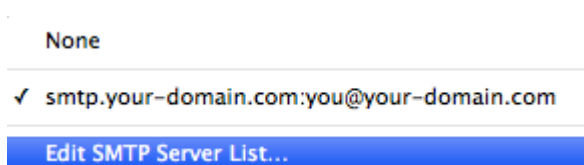
On the **Account Information** tab, all settings should be correct

6. Click on the **Outgoing Mail Server (SMTP)** drop-down menu.



Edit SMTP Server List

7. Select “Edit SMTP Server List...” from the drop-down list.

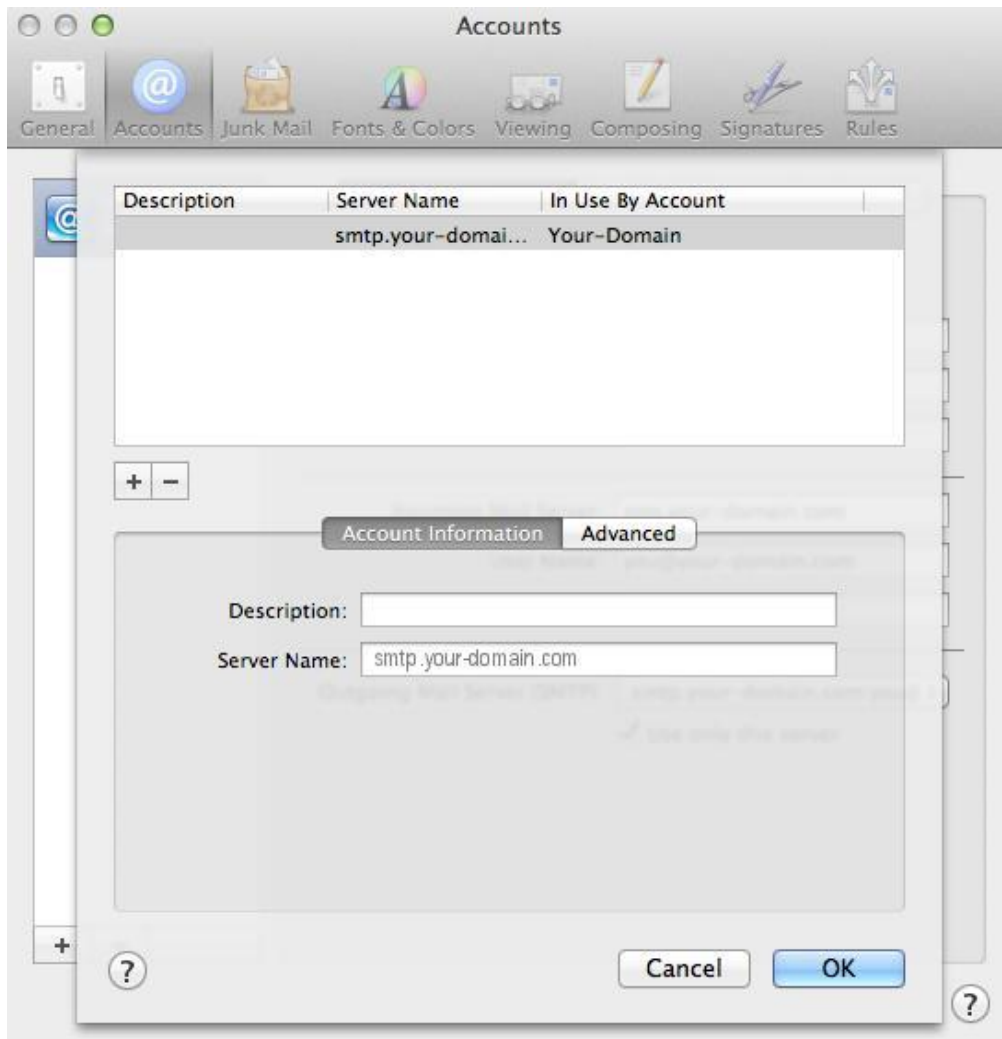


Confirm SMTP Server

8. Select your SMTP server from the list.

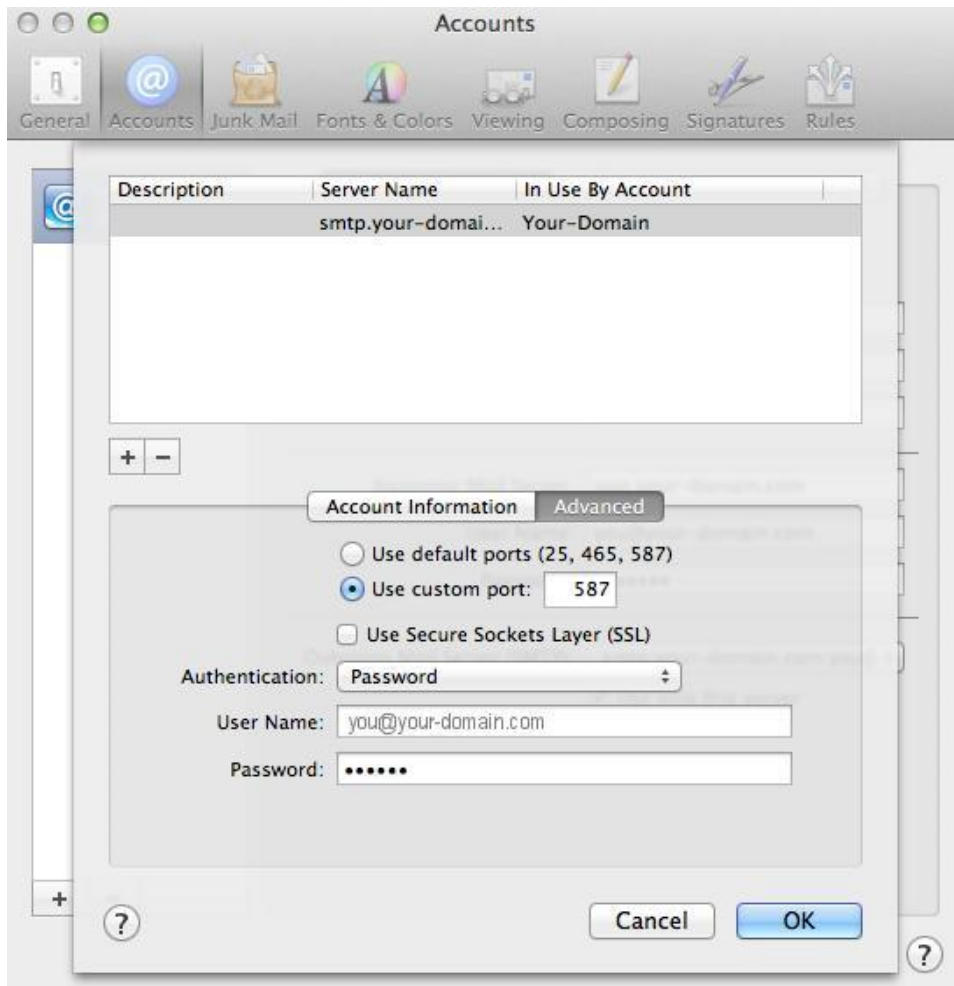
9. Confirm that your **Server Name** is entered correctly.

10. Select the **Advanced** tab.



Confirm Advanced SMTP Settings

11. Ensure that your settings look like the settings shown in this screenshot below.



12. Your email account should now be configured correctly.