

This guide takes you step-by-step through the process of setting up a new email account in OS X EI Capitan or Mojave Mail.

# Check your password

• First, check your password by browsing to <u>Webmail</u> 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 a new email account

- 1. Launch Mac Mail
- 2. From the toolbar at the top, select Mail and then Add Account...



## **Other Mail Account**

3. Select Other Mail Account

Choose a Mail acco	unt provider
0	iCloud
0	E 🛛 Exchange
0	Google
0	YAHOO!
$\circ$	Aol.
•	Other Mail Account
?	Cancel Continue

## **Account Information**

- 4. Enter your details
- **Name** (which will appear in the 'From' field when you send emails)
- Email Address
- Password
- > Sign In

o get started, fill o	ut the following information:
Name:	Name Surname
Email Address:	name@example.com
Password:	•••••

## **Server Settings**

5. Complete the settings as follows:

- User Name is the full email address
- **Account Type** is IMAP or POP according to preference (IMAP is the default)
- Ignore Unable to verify account name or password
- > Sign In

Email Address:	name@example.com
User Name:	name@example.com
Password:	•••••
Account Type:	IMAP
Incoming Mail Server:	mail.example.com
Outgoing Mail Server:	smtp.example.com
	Unable to verify account name or password

## **Server Identity**

6. Ignore the 2 server identity messages > Continue

• You can add the certificate to your trust settings to avoid seeing this message in the future.

0	Mail can't verify the identity of	the server
	The certificate for this server is inva that is pretending to be "mail.examp information at risk. Would you like to	alid. You might be connecting to a server ole.com" which could put your confidential o connect to the server anyway?

#### 7. Select any apps > **Done**

🛛 📐 Mail	
Notes	

8. Your Mail account is now set up. You will see your new account in the list with any other mail accounts. However, to avoid any future issues, continue with these few tweaks:

## **Further settings:**

9. From the top menu choose Mail > Preferences...

Ś	Mail	File	Edit	View	Mailbox	Mes	sage	Form	nat	Window
•	Abo	ut Mai	il							
$\square$	Pref	erence	es	ж,	8		2	*	~	→
Ш м	Acc	ounts.		~	Drafts (7)	<ul> <li>Flag</li> </ul>	gged			

## **Account Information**

10. Choose your new account from the list on the left. On the Account Information tab click the dropdown arrow on Outgoing Mail Server (SMTP), and choose Edit SMTP Server List

			ŀ	Accounts					
General	(a) Accounts	Junk Mail	Fonts & Colors	Viewing (	Comp	posing	Signatures	Rules	GPGMail
	iCloud IMAP example.co IMAP	m	Account In F Incomin	formation Account Ty Descripti Al Email Addre Full Nar g Mail Serv User Nar	DM pe: I on: ias: ess: me: ver: me:	ailbox I C Ena IMAP Examp examp name@ Name mail.ex name@	Behaviors ble this acco le le <name@ex @example.com Surname (ample.com @example.com</name@ex 	Advan punt xample.o	ced
				Passwo	ord:	•••••	••••		
		(	Outgoing Mail S	erver (SMT	「P):	smtp.e	xample.com		
			т	_S Certifica	ate:	None			<b>•</b>
+									?

### **SMTP** settings

- 11. Choose the relevant account from the list, choose the **Advanced** tab, and 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
- > OK

Description	Server Name	In Use By Account
Example	smtp.example.com	name@example.com
	Account Informatio	n Advanced
Aut	omatically detect and	maintain account settings
Po	rt: 587 🗆 Us	se SSL
Authenticatio	n: Password	
	Allow insecure	authentication
Lisor Nam		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
User Nam	e. name@example.co	500
Passwor	d: •••••	
?		Cancel OK

## **Incoming Server settings**

- 12. Back on the Accounts screen, choose the **Advanced tab** and ensure that the Incoming Server settings are correct, specifically:
- Automatically detect and maintain account settings is not ticked
- **Port** is 143 for IMAP (or 110 for POP)
- Use SSL is not ticked
- Authentication is Password
- Allow insecure authentication is ticked

				Ac	ccounts					
General	@ Accounts	Junk Mail	A Fonts & Colors	Viewing (		Signatures	Rules			
@	iCloud IMAP name@ex IMAP	ample	<ul> <li>Autor</li> <li>✓ Includ</li> <li>✓ Comp</li> <li>✓ Autor</li> <li>Send</li> </ul>	Account I natically de de when au pact mailbo natically do large attac	nformation tect and ma tomatically xes automatically wnload all a hments with	Mailbox I aintain accou checking for tically attachments n Mail Drop	Behaviors unt settings r new messa	Advanced		
			Check v of the a	vith your sy dvanced op	stem admin otions below	istrator befo v:	ore changing	g any		
			IMAP P	ath Prefix: Port: entication:	INBOX 143 Password	Use SS	iL			
			Use I	DLE comma	Allow in:	secure author	entication ts it			
+	-									
									?	)

## Finish

13. Close and Save settings when prompted.