



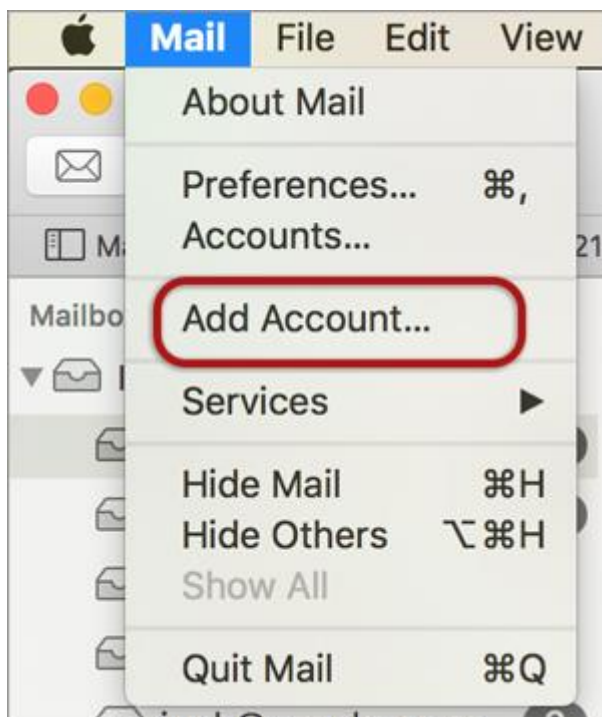
*This guide takes you step-by-step through the process of setting up a new email account in OS X Yosemite Mail.*

## 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.*

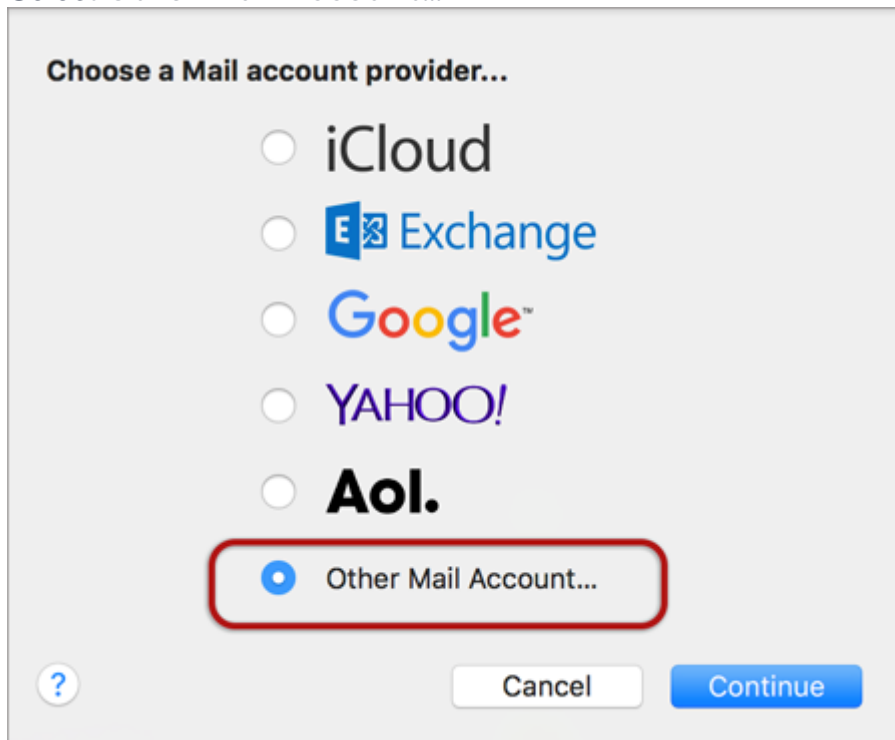
## Add a new email account

1. *Launch **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 account provider...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Other Mail Account...

? Cancel Continue

## Add a Mail Account

### 4. Enter your details

- **Name** (which will appear in the 'From' field when you send emails)
- **Email Address**
- **Password**
- > **Create**

## Add a Mail Account

To get started, provide the following information:

Full Name:

Email Address:

Password:

Cancel

Create

## Manually Configure Mail Account

5. The following message will appear **Account must be manually configured** as shown below, click **Next**.

**Add a Mail Account**

To get started, provide the following information:

Full Name:

Email Address:

Password:

**Account must be manually configured**

## Incoming Mail Server Info

6. Enter these details:

- **Account Type** - IMAP or POP, though IMAP is default
- **Mail Server** is mail.(your domain name)
- **User Name** is the full email address
- **Password** is the mailbox password
- > **Next**

**Incoming Mail Server Info**

Account Type:  IMAP  POP


Mail Server:

User Name:

Password:

## Verify Security Certificate for Incoming Server

7. Ignore the server identity message > **Connect** ♦ You can add the certificate to your trust settings to avoid seeing this message in the future.

 **Mail can't verify the identity of the server**

The certificate for this server is invalid. You might be connecting to a server that is pretending to be "mail.example.com" which could put your confidential information at risk. Would you like to connect to the server anyway?

## Outgoing Mail Server Info

8. Check the following settings:
- **SMTP Server** is *smtp.(your domain name)*
  - **User Name** is the full email address
  - **Password** is the same mailbox password as above
  - > **Create**

**Outgoing Mail Server Info**

SMTP Server:

User Name:

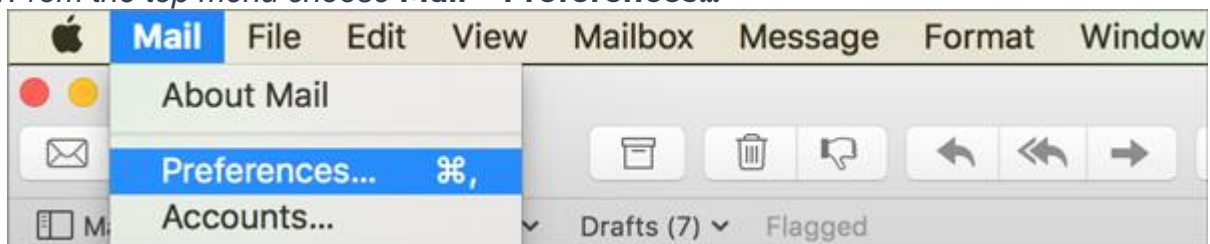
Password:

## Verify Security Certificate for Outgoing server

9. You will now need to verify the security certificate for the outgoing server by selecting **Connect**. **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:**

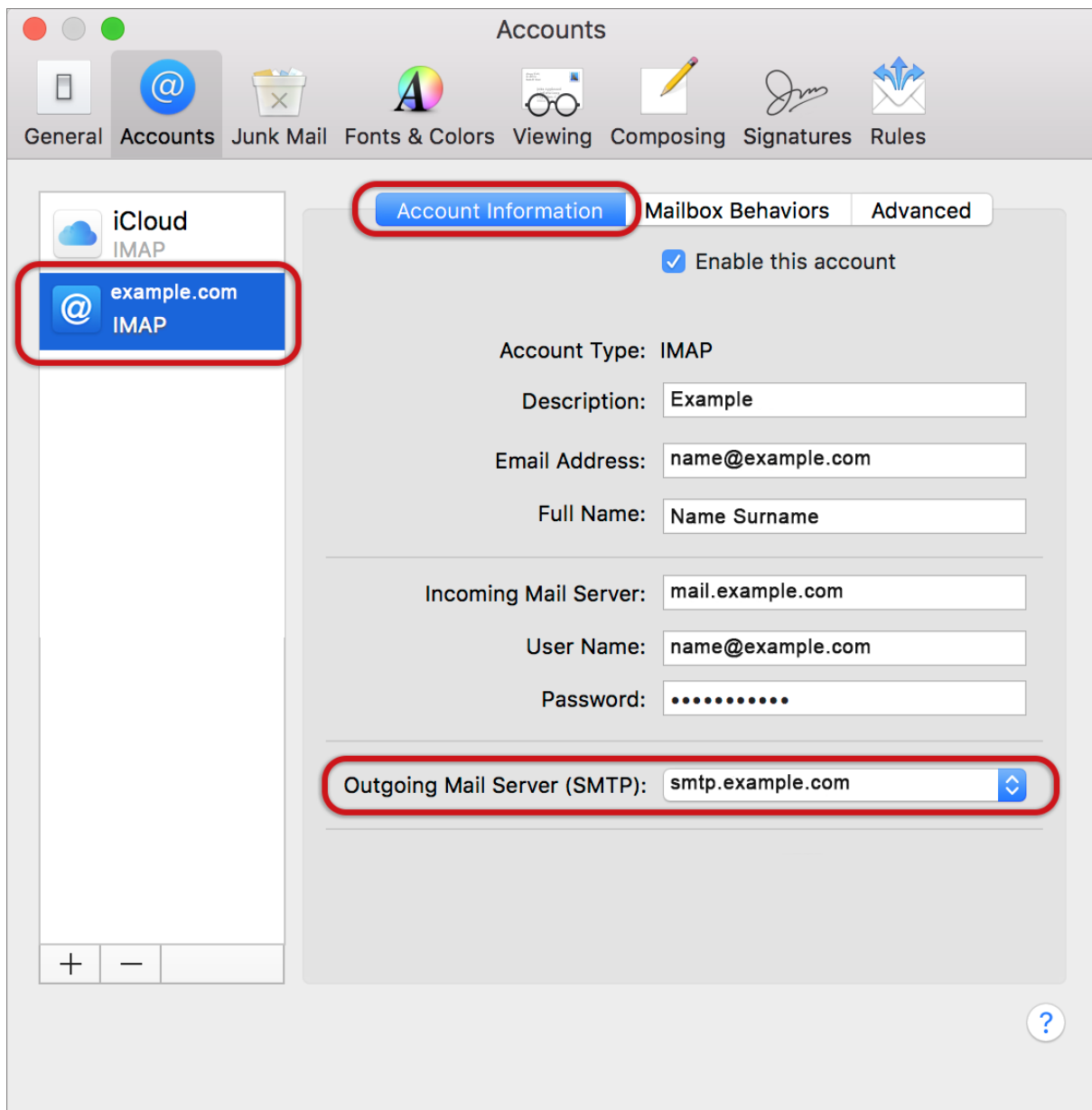
## Further settings:

10. From the top menu choose **Mail > Preferences...**



## Account Information

11. Choose your new account from the list on the left. On the **Account Information** tab click the drop-down arrow on **Outgoing Mail Server (SMTP)**, and choose **Edit SMTP Server List**



## SMTP settings

12. 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

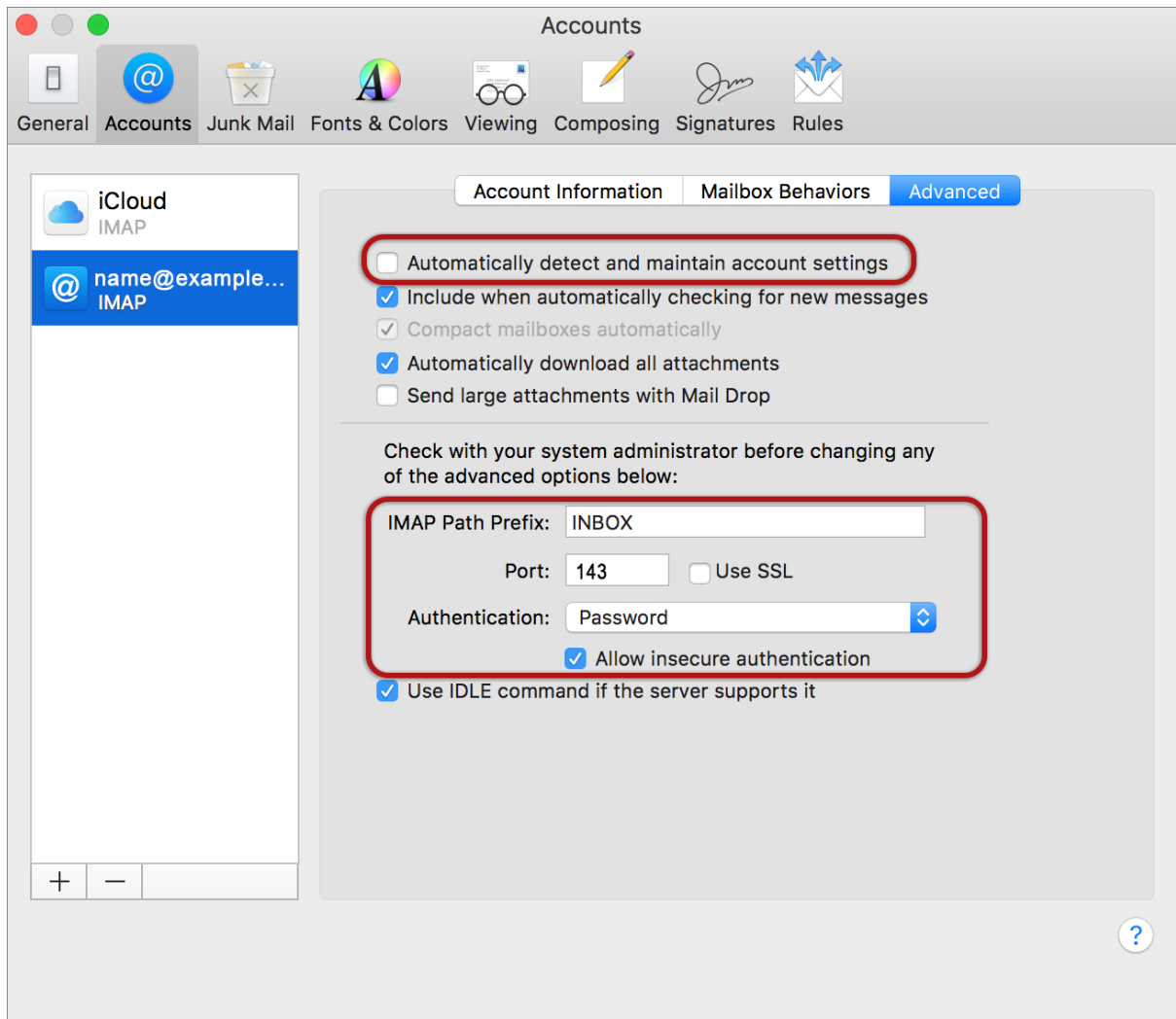
Automatically detect and maintain account settings  
 Port:   Use SSL  
 Authentication:   
 Allow insecure authentication  
 User Name:   
 Password:

## Incoming Server settings

13. 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** 143 for IMAP (110 for POP)
- **Use SSL** is not ticked
- **Authentication:** Password
- **Allow insecure authentication** is ticked





## Finish

14. **Close** by clicking outside of that screen & **Save settings** when prompted.

**You have completed your account setup.**

*Your Mac mail program should now be set up to send and receive mail.*