*This guide will show you how to set up Mail in macOS Sierra. If Mail is already set up but giving errors, refer to our macOS Sierra troubleshooting guide.*

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…***
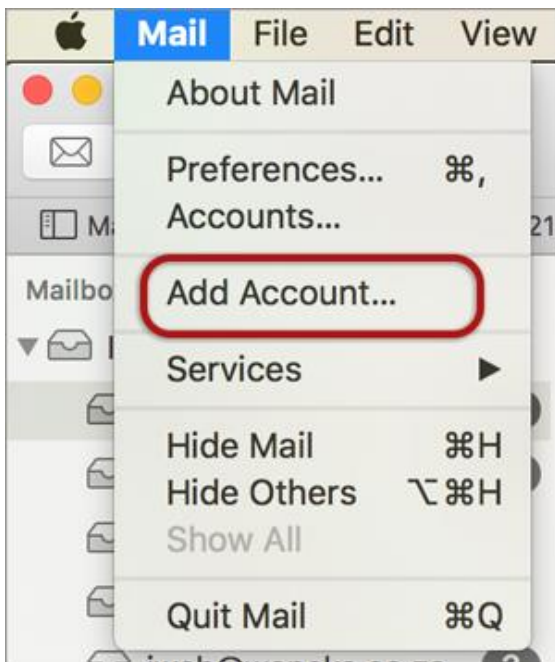
Other Mail Account

3. *Select* **Other Mail Account...**

Account Information

4. *Enter your details*

- **Name** (which will appear in the 'From' *field when you send emails)*

- **Email Address**

- **Password**

- **> Sign In**

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**

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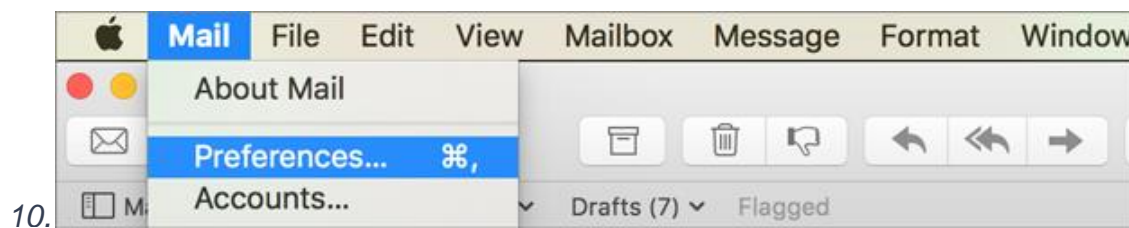
7. *Select any apps >* **Done**

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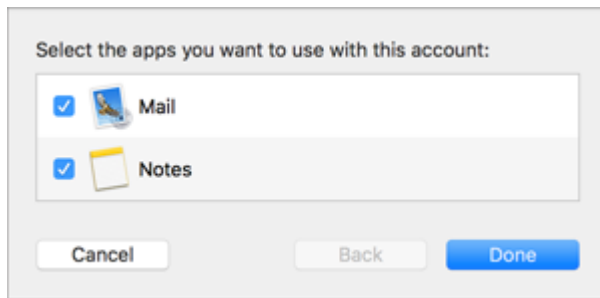
Your Mail account is now set up. *You will see your new account in the list with any other mail accounts.* **However, to avoid any future issues, continue with these few tweaks:**
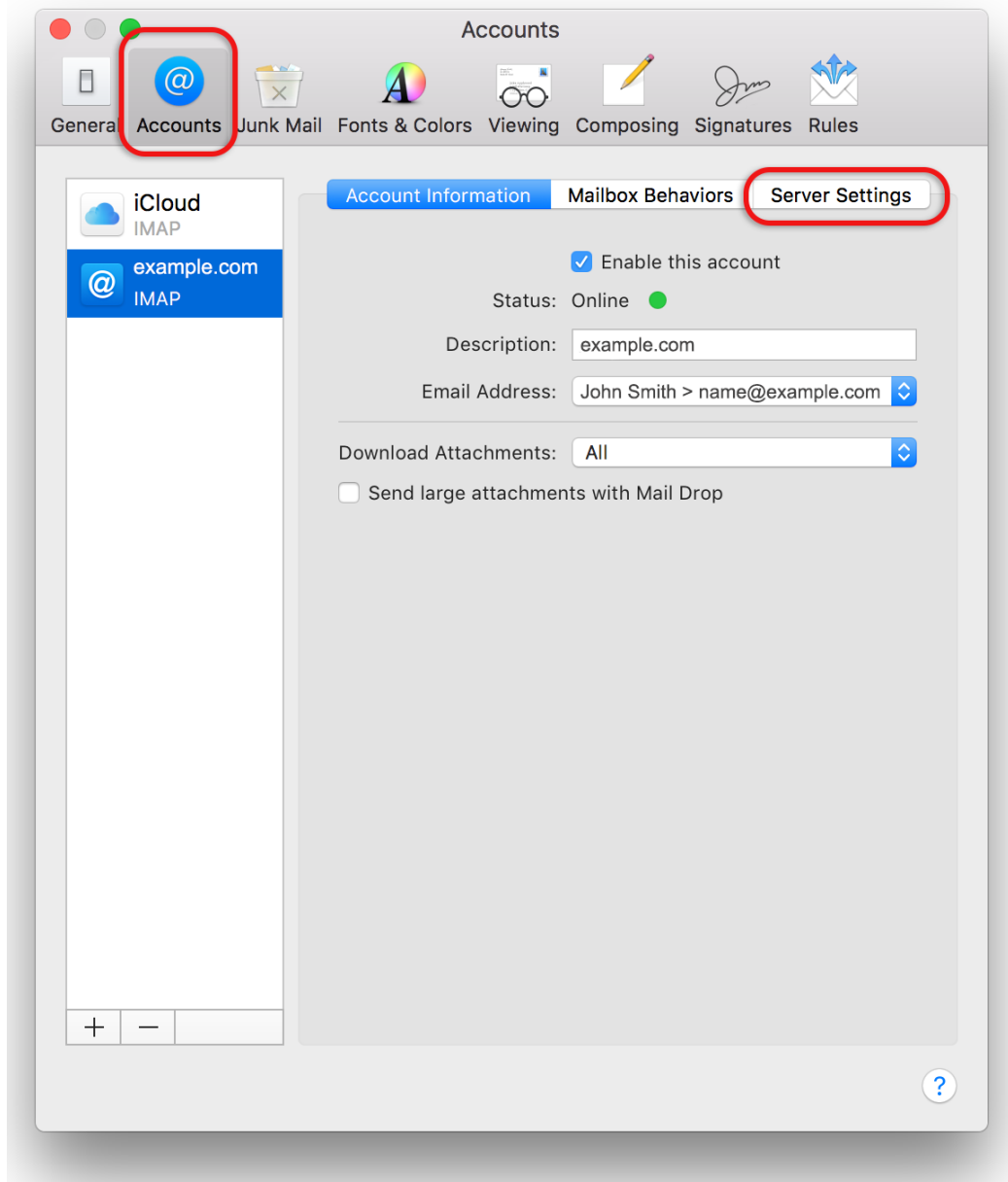
Further settings

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

10.

Account Information

11. *On the* **Accounts** *tab, choose your new account from the list on the left, and then click* **Server Settings**
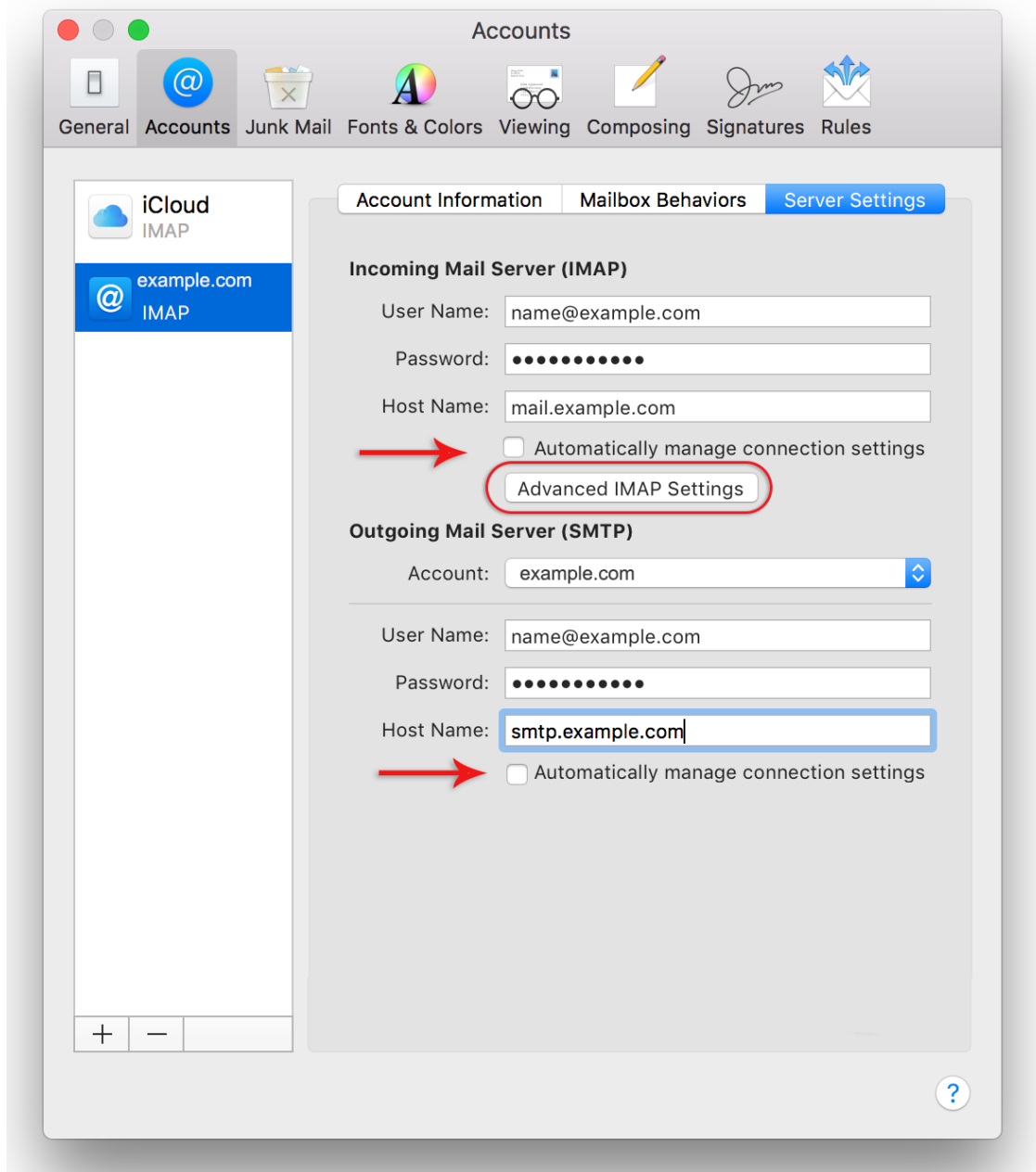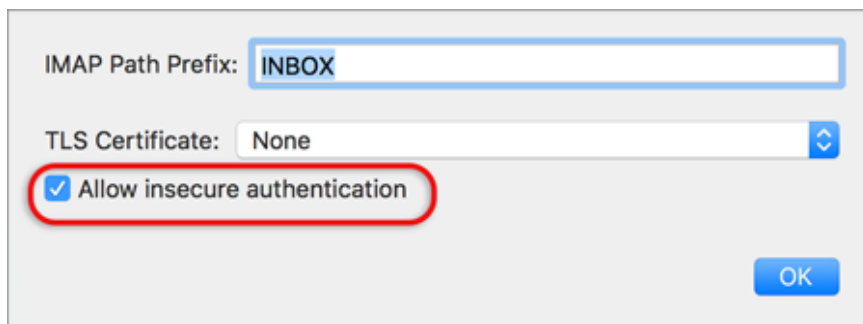
Server Settings

Now for some important customizations:

12. **Deselect (uncheck)** *the boxes for* **Automatically manage connection settings** *for both Incoming and Outgoing Mail Servers –additional fields will now be displayed.*
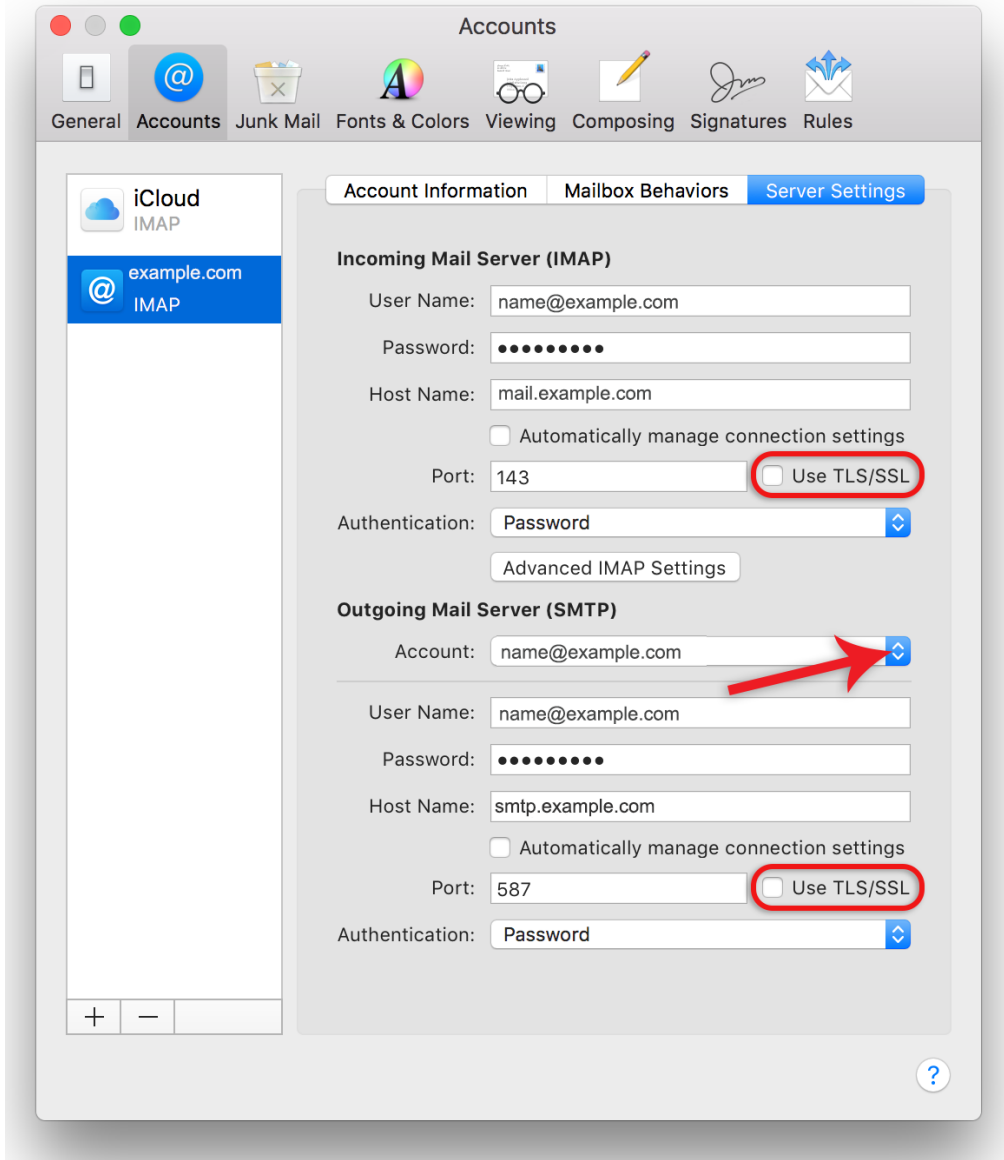
13. Select **Advanced IMAP Settings**
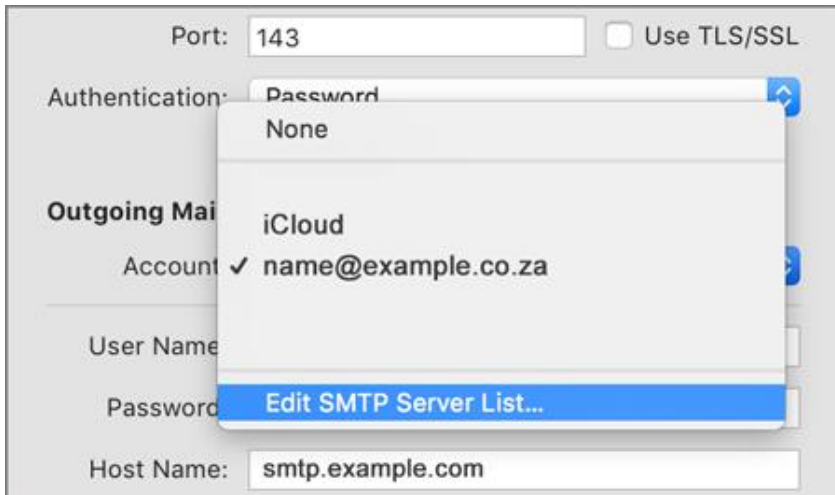

14. Select **Allow insecure authentication** *>* **OK**

15. **Deselect (uncheck)** *the boxes for* **Use TSL/SSL** *for both Incoming and Outgoing Mail Servers.*
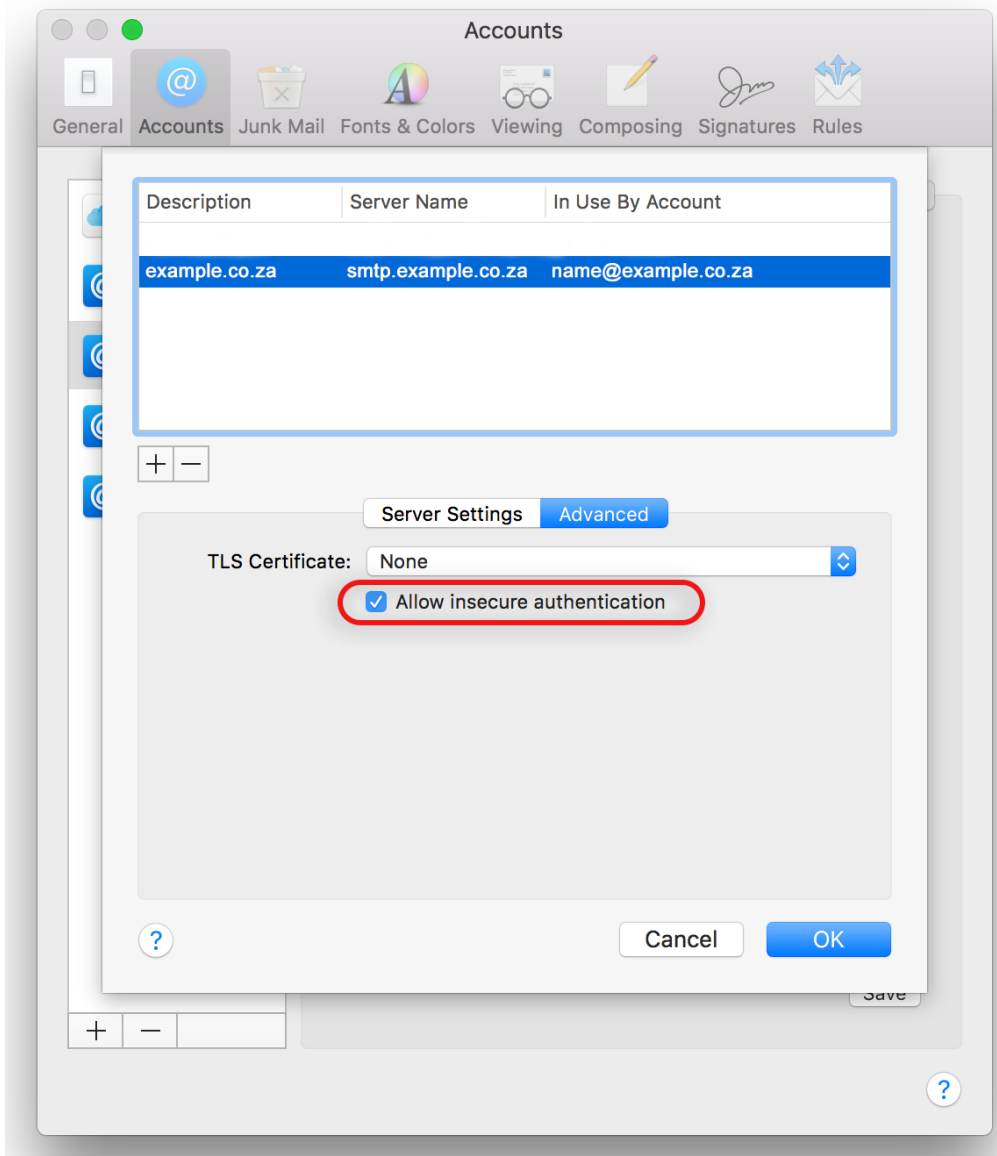
16. *Under* **Outgoing Mail Server (SMTP)** *click the drop-down arrow at* **Account**

17. *Select* **Edit SMTP Server List**

18. Tick **Allow insecure authentication**

19. Click **OK** and **Save**. (Note: this button only becomes visible when settings have changed)

Your Mail is now set up!