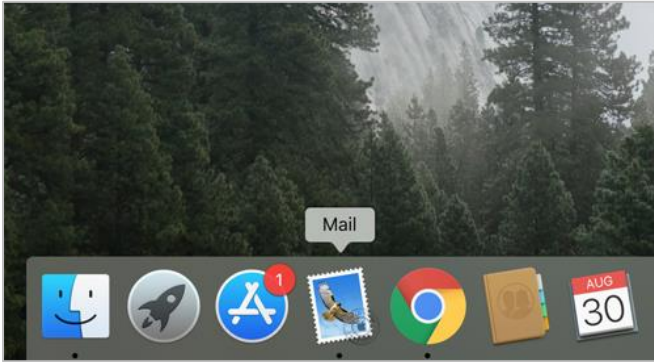


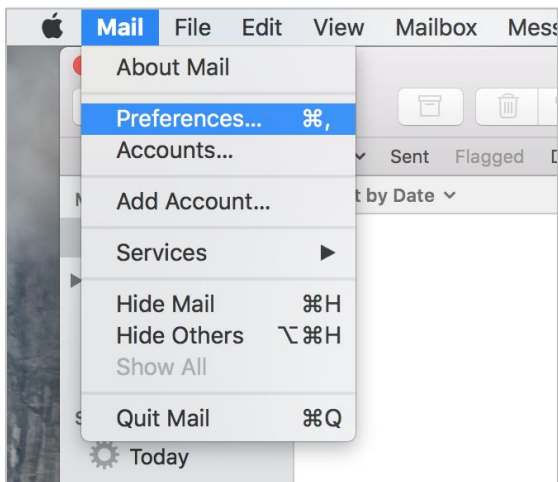
Clients – Mail

This documentation explains how to set up your email account in Mac Mail.

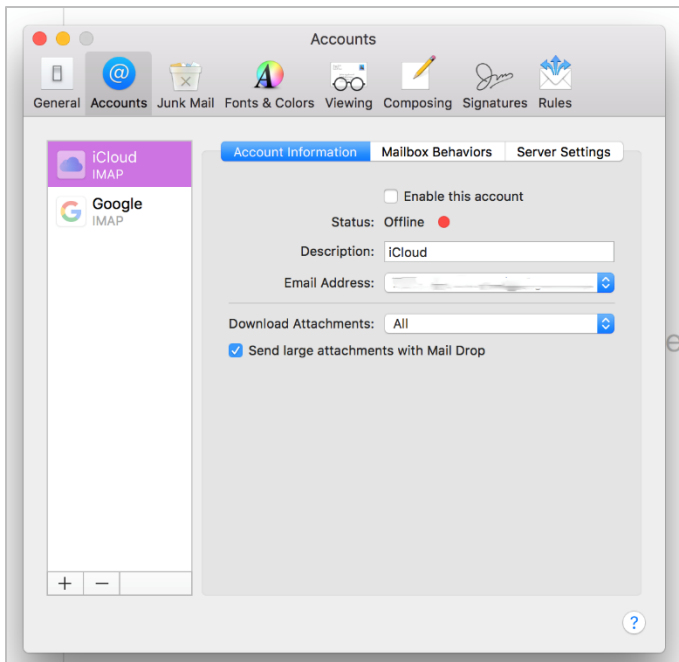
1. Open Mail.



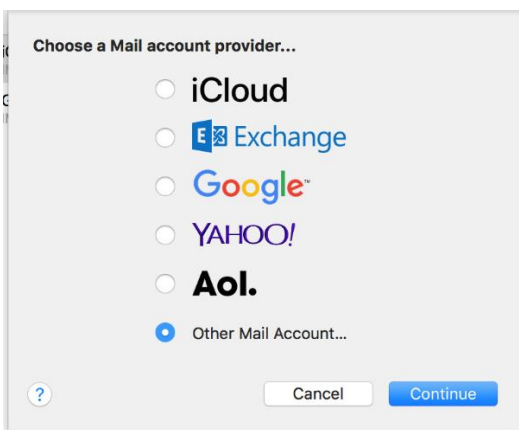
2. Go to **Mail** in the top menu, click **Preferences...**



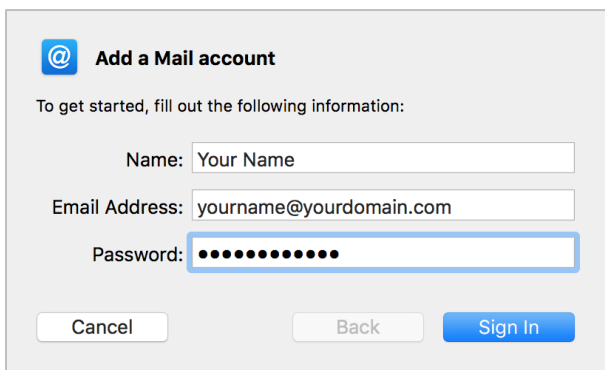
3. In the preferences dialog box select the **Accounts** tab. To add and configure a new email account click the **Plus Sign (+)** on the bottom left.



4. Choose **Other Mail Account**, and click **continue**.



5. Enter your **Full Name**, **Email Address** and **Password**. Click **Continue**.



6. **Account Type** – POP3 or IMAP.

Email Address: yourname@yourdomain.com

User Name: Automatic

Password: ●●●●●●●●

Account Type: **IMAP** (selected), POP

Incoming Mail Server: mail.yourdomain.com

Outgoing Mail Server: mail.yourdomain.com

Unable to verify account name or password.

Cancel Back Sign In

7. **Incoming and Outgoing Mail Servers** should both be set to **mail.yourdomain**

Accounts

General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules

Email Address: alex@imediaconsult.com

User Name: Automatic

Password: ●●●●●●●●

Account Type: IMAP

Incoming Mail Server: mail.yourdomain.com

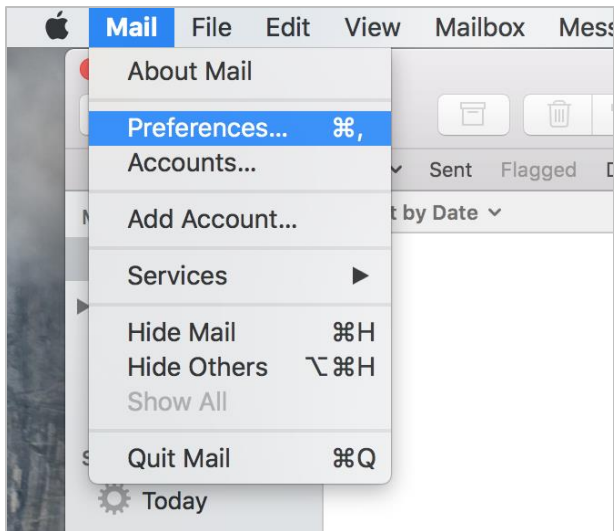
Outgoing Mail Server: mail.yourdomain.com

Unable to verify account name or password.

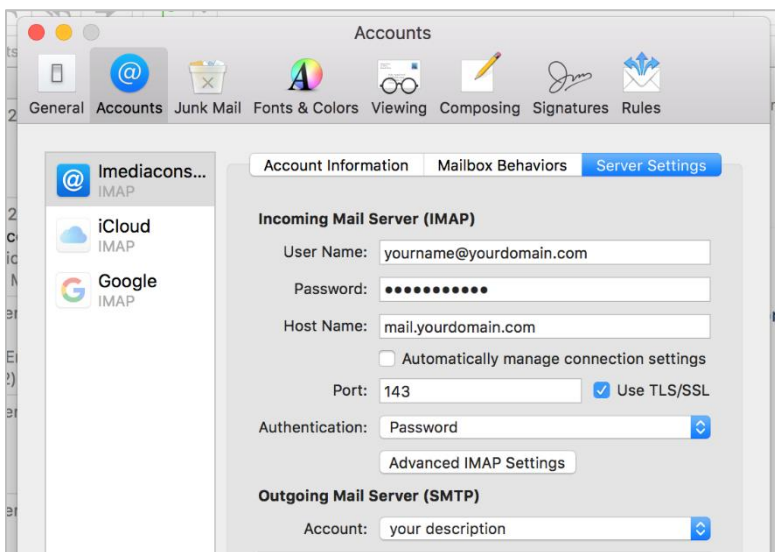
Cancel Back Sign In

8. Select **Mail** for the apps you want to use with this account and click **Done**.

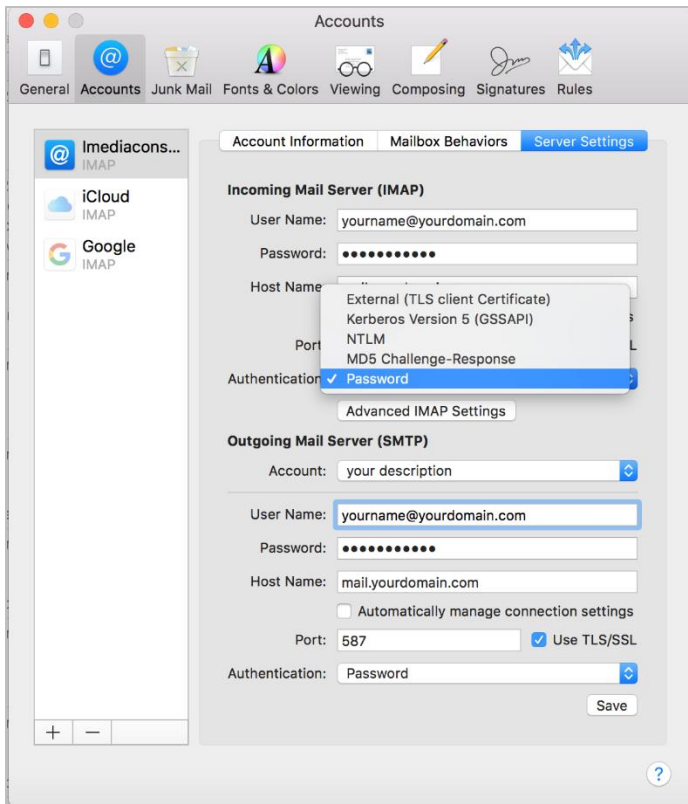
9. A few additional settings need to be adjusted. Go to **Mail** in the top menu, click **Preferences...**



10. In the preferences dialog box select the **Accounts** tab. In the left column select the email account you just created.
11. Select the **Server Settings** tab from the menu across the top of your email settings. This is where you can configure the incoming mail server port and security. Uncheck the **Automatically manage connection settings** box for both the **Incoming** and **Outgoing** Server settings.



12. Mail should adjust the **incoming** port number automatically. If **SSL** is checked set **Authentication** to **Password**.



13. Check the **port** to make sure that it is correct (port numbers can be found in [Email Program Setup documentation](#)).
14. Repeat steps 12 and 13 for the **Outgoing** server.
15. Click **Save**.