## 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...

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	4	Pref	erence	es	Ж,				
		Acc	ounts.	•		~	Sent	Flag	gged [
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	40	Quit	: Mail day		ЖQ				

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.

	Accounts
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General Accounts Junk N	Iail Fonts & Colors Viewing Composing Signatures Rules
iCloud IMAP	Account Information Mailbox Behaviors Server Settings
G Google	<ul> <li>Enable this account</li> <li>Status: Offline</li> </ul>
	Description: iCloud
	Email Address:
	Download Attachments: All
	Send large attachments with Mail Drop
+ -	
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4. Choose **Other Mail Account**, and click **continue**.



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

<b>Add a Mai</b> To get started, fill o	account	t
Name:	Your Name	
Email Address:	yourname@yourdomain.com	).
Password:	•••••	
Cancel	Back Sign In	

6. **Account Type** – POP3 or IMAP.

Email Address:	yourname@yourdomain.com
User Name:	Automatic
Password:	•••••
	/ IMAP
	DOD
Incoming Mail Server:	mail.yourdomain.com
Incoming Mail Server: Outgoing Mail Server:	mail.yourdomain.com
Incoming Mail Server: Outgoing Mail Server: Unable to verify account r	mail.yourdomain.com mail.yourdomain.com

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

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ici	Email Addross	alax@imadiaconsult.com	tings
G	User Name:	Automatic	
IM.	Password:	•••••	-
-	Account Type:	IMAP 📀	) ¢
	Incoming Mail Server:	mail.yourdomain.com	0
	Outgoing Mail Server:	mail.yourdomain.com	
	Unable to verify account r	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**.

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		viewing Composing Signatures Rules		
Imediacons	Account Informa	ation Mailbox Behaviors Server Settings		
iCloud	Incoming Mail Server (IMAP)			
IMAP	User Name:	yourname@yourdomain.com		
G Google	Password:	•••••		
	Host Name	External (TLS client Certificate) Kerberos Version 5 (GSSAPI)		
	Port	NTLM L		
	Authentication	thentication   Password		
		Advanced IMAP Settings		
	Outgoing Mail S	Server (SMTP)		
	Account:	your description		
	User Name:	yourname@yourdomain.com		
	Password:	•••••		
	Host Name:	mail.yourdomain.com		
		Automatically manage connection settings		
	Port:	587		
	Authentication:	Password		
		Save		
+ -				

- 13. Check the **port** to make sure that it is correct (port numbers can be found in <u>Email</u> <u>Program Setup documentation</u>.
- 14. Repeat steps 12 and 13 for the **Outgoing** server.
- 15. Click **Save**.