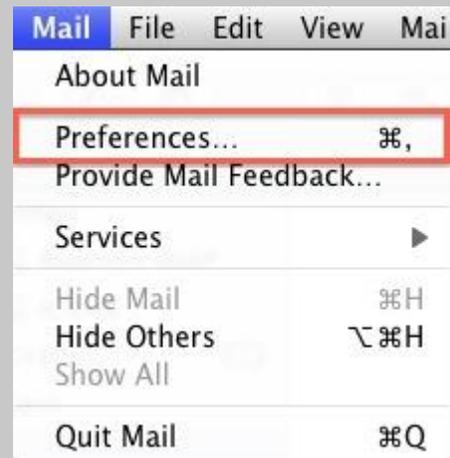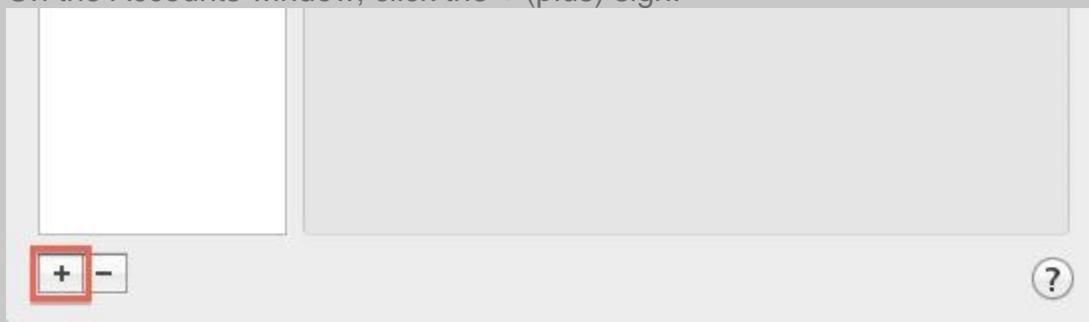# Setup your email account in Mail (Mac Mail)

This guide will show step-by-step instructions for setting up email account in Mail on OS X.
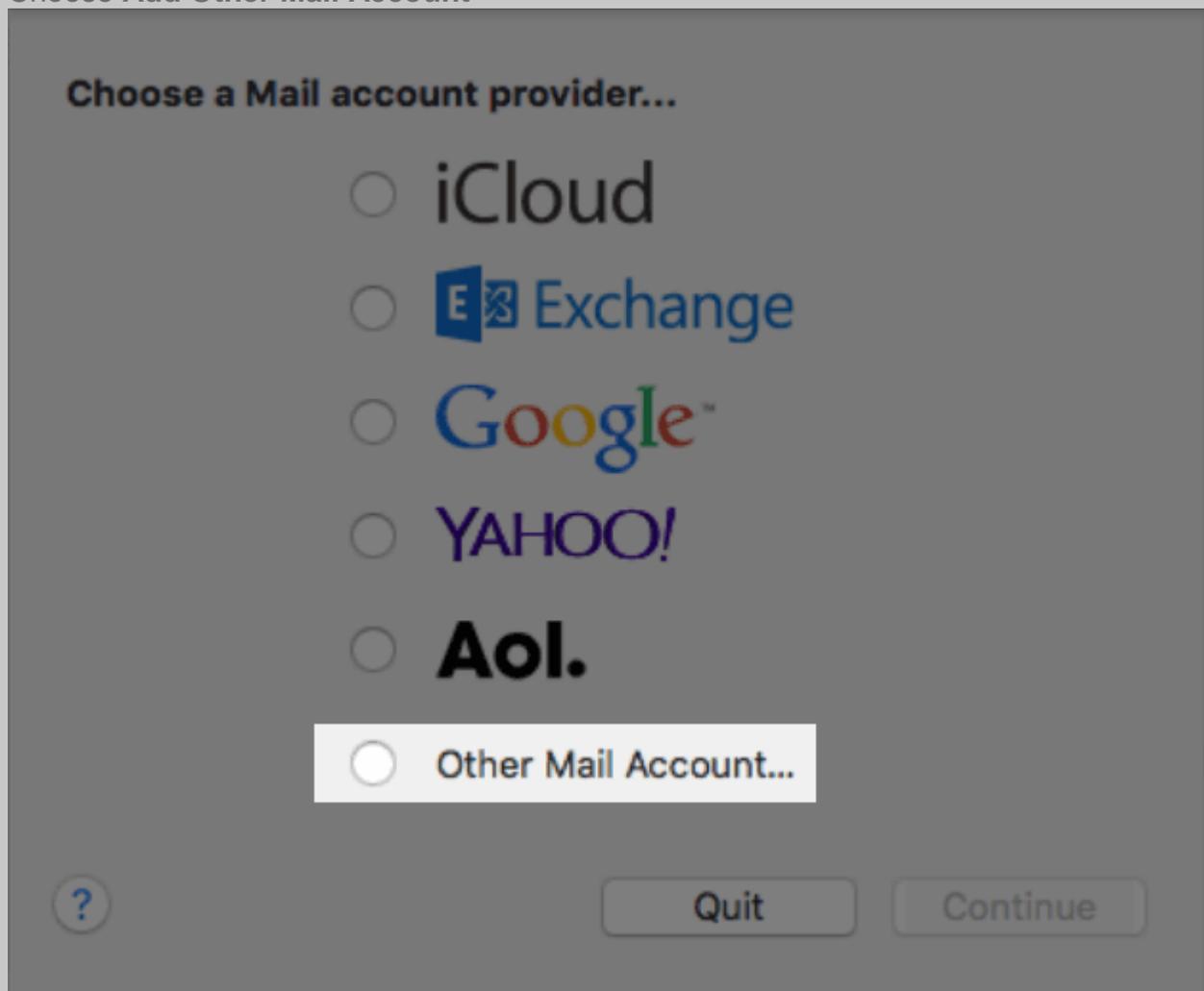
Adding a New Account

1. Choose **Preferences**, from the **Mail** menu.
2. Select Preferences.
3. Click on the Accounts tab.
4. On the Accounts window, click the + (plus) sign.

Account Settings

1. Choose **Add Other Mail Account**

Choose a Mail account provider...

○ iCloud

○ E🔲 Exchange

○ Google™

○ YAHOO!

○ Aol.

○ Other Mail Account...

?   Quit   Continue

2. Enter your **Full Name**, or as you would like it to appear on your sent email.

Add a Mail Account

To get started, provide the following information:

Full Name: Example Name

Email Address: examplename@example.com

Password: ••••••••••••

Account must be manually configured

Cancel   Next

Replace *example.com* with your own domain name.
3. Enter your **Email Address**.
4. Enter your email account's **Password**.
5. Click the **Continue** button.
6. A message should appear saying "Account must be manually configured". Click **Next**.

Incoming Mail Server

When entering the information for your **Incoming Mail Server** you will need to decide if you would like to use POP3 or IMAP. POP3 will download and remove all of the emails from our server, whereas IMAP will synchronize the emails between your email client(s) and our server. IMAP is recommended if you will be using this email account with multiple devices since they will all synchronize.

Incoming Mail Server Info

Account Type: [**IMAP** | POP]

Mail Server: mail.example.com

User Name: examplename@example.com

Password: ••••••••••••

[Cancel]   [Back]   [Next]

Replace *example.com* with your own domain name.

- Choose your account type. You may select either POP or IMAP.

Click here for an explanation on the differences between POP3 and IMAP

- Please enter mail.*example.com* as the Incoming mail server, replacing *example.com* with your own domain name.
- Enter your full email address as the **User Name**.
- Enter the **Password** of your email account.
- Click **Next**.

Incoming Mail Server Info

1. For Path Prefix, please enter **INBOX**.
2. If you are using IMAP, make sure you are using either port 143 with no SSL -OR- port 993 with SSL.

    If you are using POP3, make sure you are using either port 110 with no SSL -OR- port 995 with SSL.

3. Authentication should be set to **Password**.

Outgoing Mail Server

Outgoing Mail Server Info

SMTP Server:	mail.example.com
User Name:	examplename@example.com
Password:	•••••••••••

Cancel		Back	Create

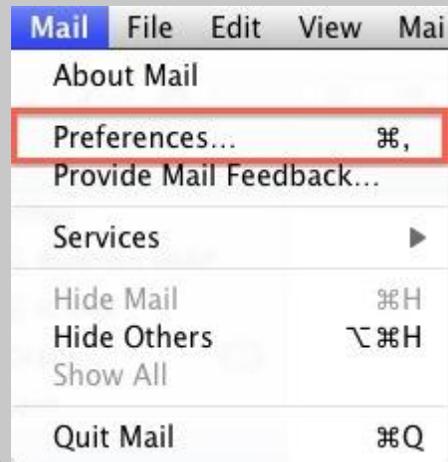Replace *example.com* with your own domain name.

1. The Outgoing Mail Server is the same as your incoming mail server. Again, this will be something like mail.*example.com*
2. Enter your full email address as the **User Name**.

Note: Outgoing username and password could say "optional" in the field. Please be sure to add your username and password to it.

3. Enter the **Password** of your email account.
4. You may receive a message saying **Additional account information required**.
5. For the port number, you can use port 26 with no SSL **or** port 465 with SSL.
6. Make sure the Authentication is set to **Password**.
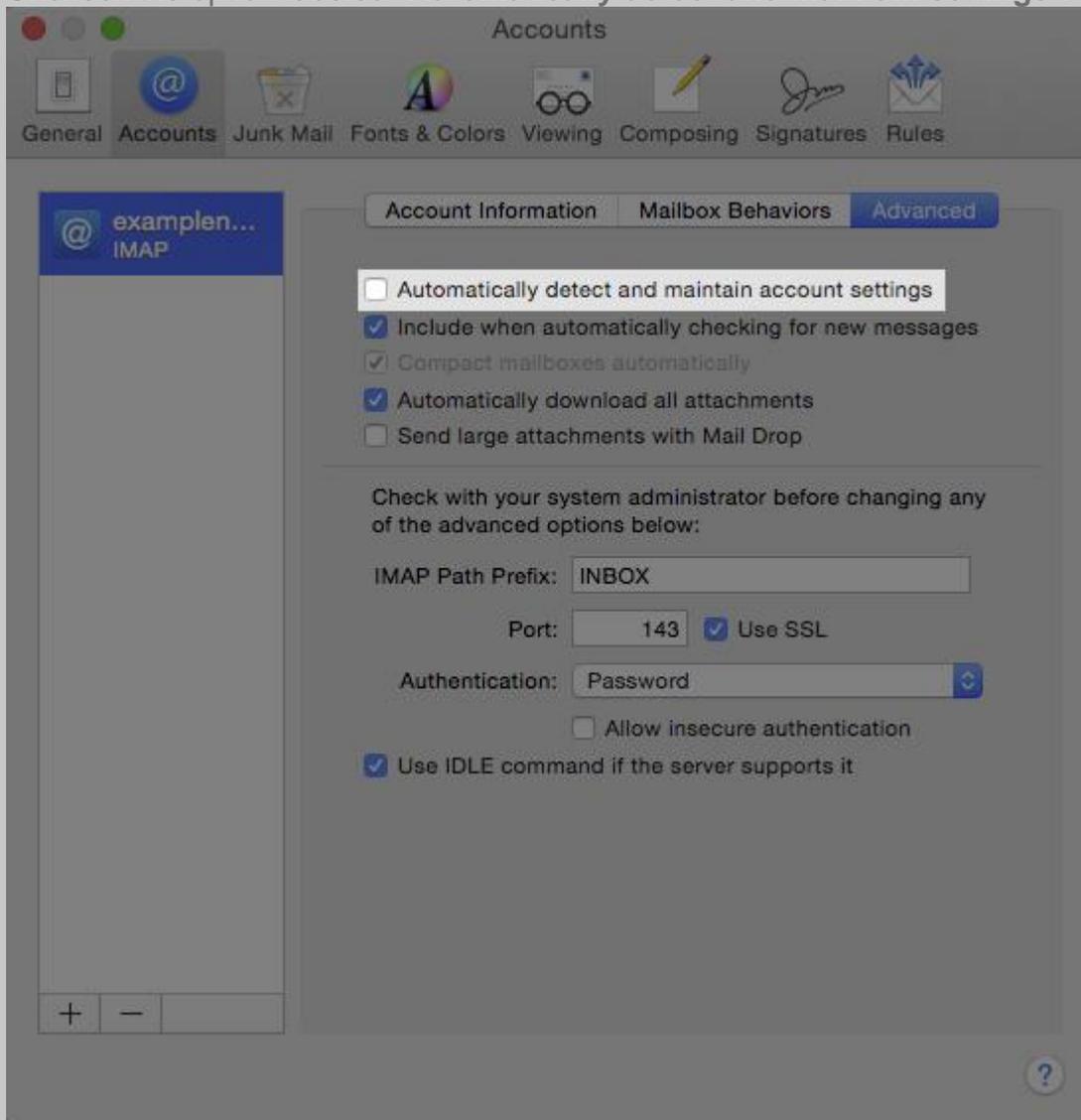7. Click the **Create** button.

Complete the Setup Process

If you are running Yosemite you may want to change two options to make sure that your account settings don't change. These steps only apply to apple computers running Yosemite.

1. Choose **Preferences**, from the **Mail** menu.
2. Select **Preferences**.
3. Click on the **Accounts tab**.
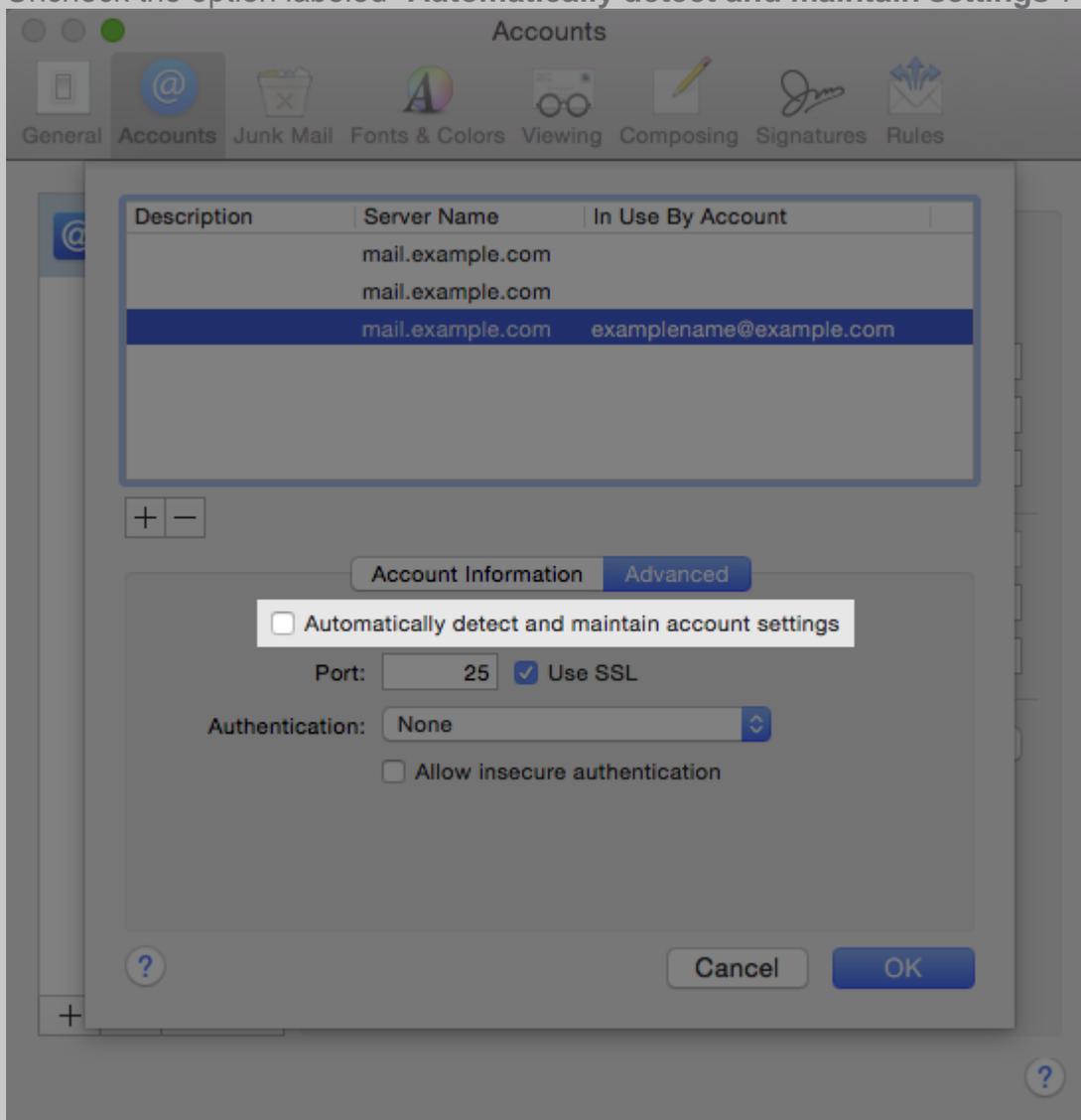4. Click on **Advanced**.

5. Uncheck the option labeled "**Automatically detect and maintain settings**".

Now Click on Account Information

6. Under Outgoing Mail Server(SMTP) select the "Edit SMTP Server List" option.
7. Click Advanced.

8. Uncheck the option labeled "**Automatically detect and maintain settings**".

9. Click **OK**