

How to Setup Email in Apple Mail

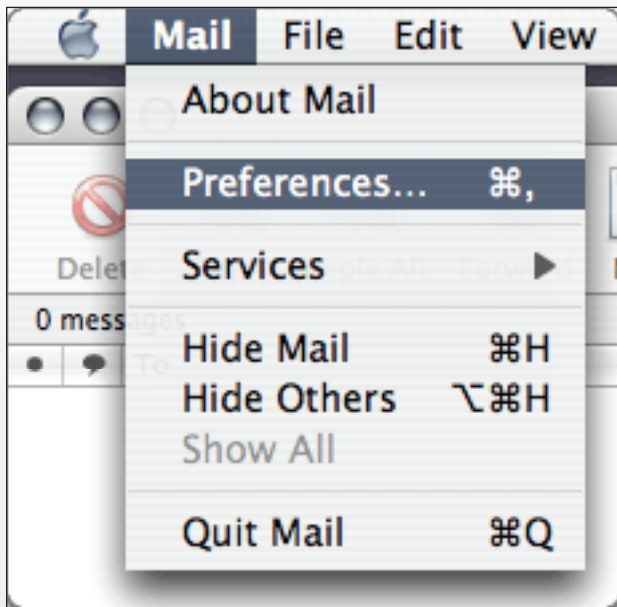
information for macrobatix customers

The following is a step-by-step tutorial
showing you how setup email in Apple Mail.
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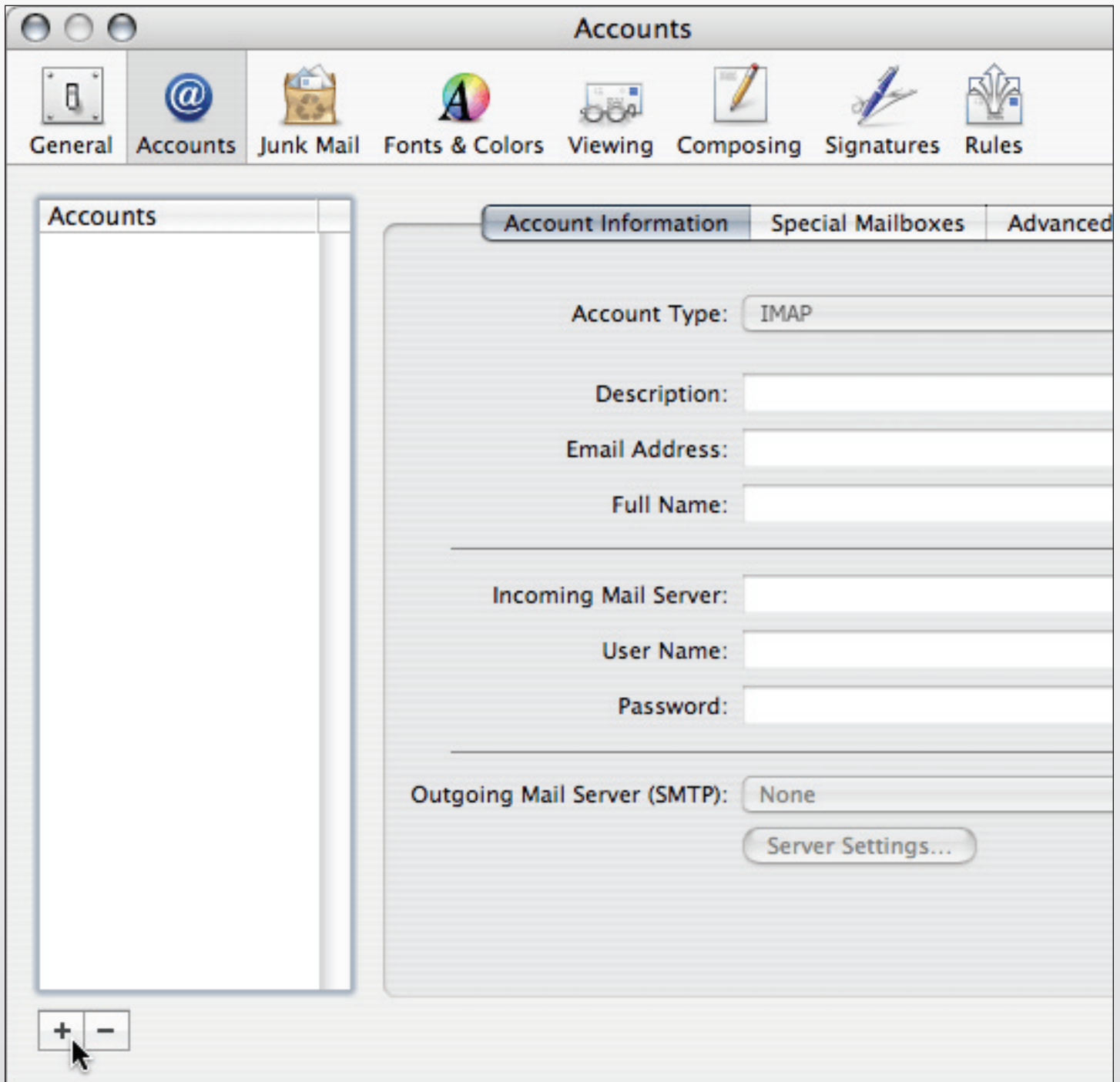
STEP 1

From the Apple Mail menu, select "Mail", then "Preferences".



STEP 2

Select the "Accounts" tab.



STEP 3

Click the plus sign "+" at the bottom-left of the "Accounts" window.

STEP 4

On the "Account Information" screen, select "IMAP" from the "Account Type" list, and enter your information as follows:

- Description: Enter the name of your account. This name is just for your reference.
- Email Address: Enter your entire email address. Example: youremail@your-domain-name.com.
- Full Name: Enter your name.
- Incoming mail server (IMAP): Type the domain name of your incoming mail server.
- User Name: Enter your entire email address, again.
- Password: Enter the password you set up for your email account.
- Outgoing Mail Server (SMTP): Select "Add Server" from the list.

The screenshot shows the "Accounts" window with the "Account Information" tab selected. The fields are filled with the following information:

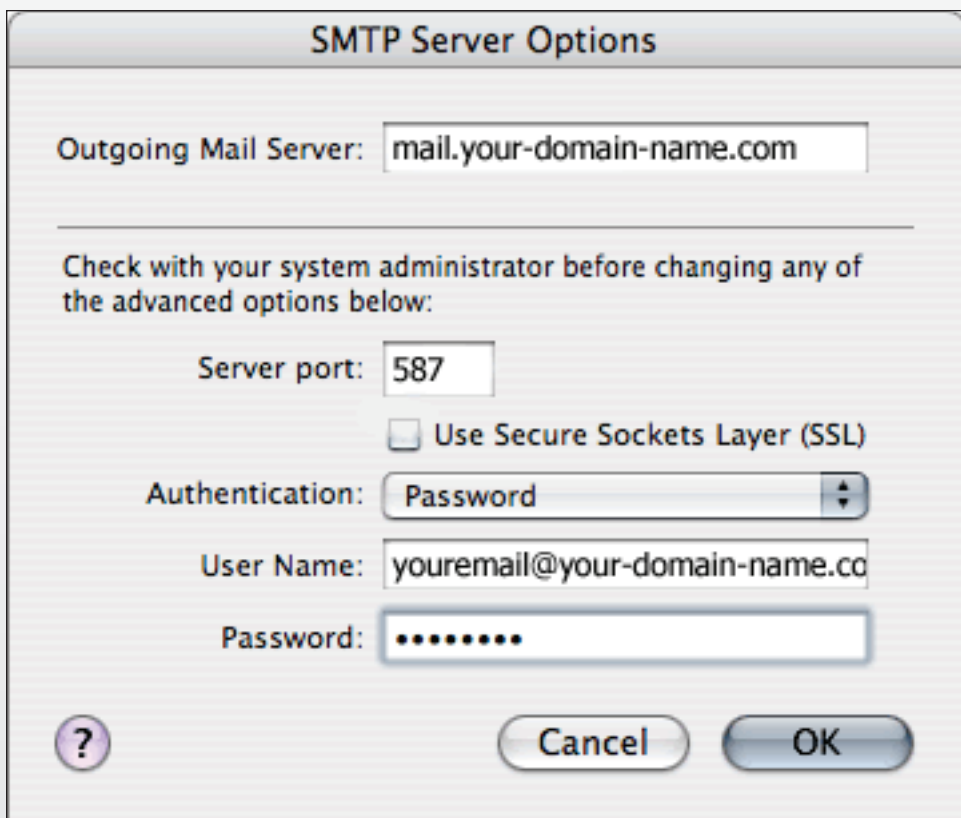
- Account Type: IMAP
- Description: My Mail
- Email Address: youremail@your-domain-name.com
- Full Name: Your Name
- Incoming Mail Server: mail.your-domain-name.com
- User Name: youremail@your-domain-name.com
- Password: [masked]
- Outgoing Mail Server (SMTP): Add Server

A "Server Settings..." button is located below the SMTP field. A help icon (?) is in the bottom right corner.

STEP 5

In the “SMTP Server Options” window, enter the following information in the appropriate fields:

- Outgoing Mail Server field: Enter the domain name of your outgoing mail server.
- Server Port: Enter 587.
- Authentication: Select “Password” from the dropdown menu.
- User name: Enter your entire email address. Example: youremail@your-domain-name.com.
- Password: Enter your password.



The screenshot shows a dialog box titled "SMTP Server Options". At the top, the "Outgoing Mail Server" field contains "mail.your-domain-name.com". Below this, a horizontal line separates the main settings from a section titled "Check with your system administrator before changing any of the advanced options below:". In this section, the "Server port" field is set to "587". There is an unchecked checkbox for "Use Secure Sockets Layer (SSL)". The "Authentication" dropdown menu is set to "Password". The "User Name" field contains "youremail@your-domain-name.co". The "Password" field is masked with eight dots. At the bottom left is a help icon (a question mark in a circle), and at the bottom right are "Cancel" and "OK" buttons.

STEP 6

Click “OK”.

Note:

“Mail.your-domain-name.com” is an SMTP relay server. In order to use this server to send emails, you must first activate SMTP relay on your email account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

Setup Complete

Congratulations! You have successfully set up your email account in Apple Mail.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to support@macrobatix.com. Please visit www.macrobatix.com/tutorials to see other information and tutorials.