

Apple Mail Setup

Apple Mail is a program used to handle all of your various e-mail accounts. This guide will show you how to quickly set up Apple mail so you can compose, send, receive, customise and organise your e-mails.

Setting up an Apple Mail account

Open Apple Mail by going to the Macintosh HD, the Applications folder and double clicking on Mail icon. This will launch the Apple Mail client.

1. With Apple Mail open click on **File** and then **Add Account**. In the **Account Type** field select **POP**. You can edit the account description to help differentiate from other accounts if you have more than one set up. Then enter in your **Full Name** and **Email Address** into the labeled fields. Click **Continue**.
2. In the **Incoming Mail Server** field type webmail. followed by your domain name (for example: webmail.mywebsite.com). Your **Username** is your full e-mail address (for example: me@mywebsite.com). Enter your password into the remaining **Password** field.

Note: You may have to wait a few moments while Apple Mail checks it can connect to your incoming mail server.

4. In the **Outgoing Mail Server** field type webmail. followed by your domain name (for example: webmail.mywebsite.com). Check the **Use Authentication** box and enter your full e-mail address and password again.

Note: Again you may have to wait a few moments while Apple Mail checks it can connect to your incoming mail server.

5. Once you have completed this you will see a list of settings you have previously entered. Check they are correct but they should be OK if you've gotten this far. Click **Continue** and then **Done** and your e-mail account in Apple Mail should be up and running.

General Information

Account Type: POP

Account Description: POP Account

Full Name: John Smith

Email Address: john@mywebsite.com

Select **POP** as your account type then enter your name and your e-mail address in full.

Incoming Mail Server

Incoming Mail Server: webmail.mywebsite.com
Example: mail.example.com

User Name: john@mywebsite.com

Password:

Set **Incoming Mail Server** to webmail.your_domain_name_here.com. Your **Username** is your full e-mail address (for example: me@mywebsite.com). Enter your unique **Password**.

Outgoing Mail Server

Outgoing Mail Server: webmail.mywebsite.com
Example: smtp.example.com

Use Authentication

User Name: john@mywebsite.com

Password:

Set your **Outgoing Mail Server** to webmail.your_domain_name_here.com. Then tick the **User Authentication** box and enter your **Email Address** in full and your **Password**.