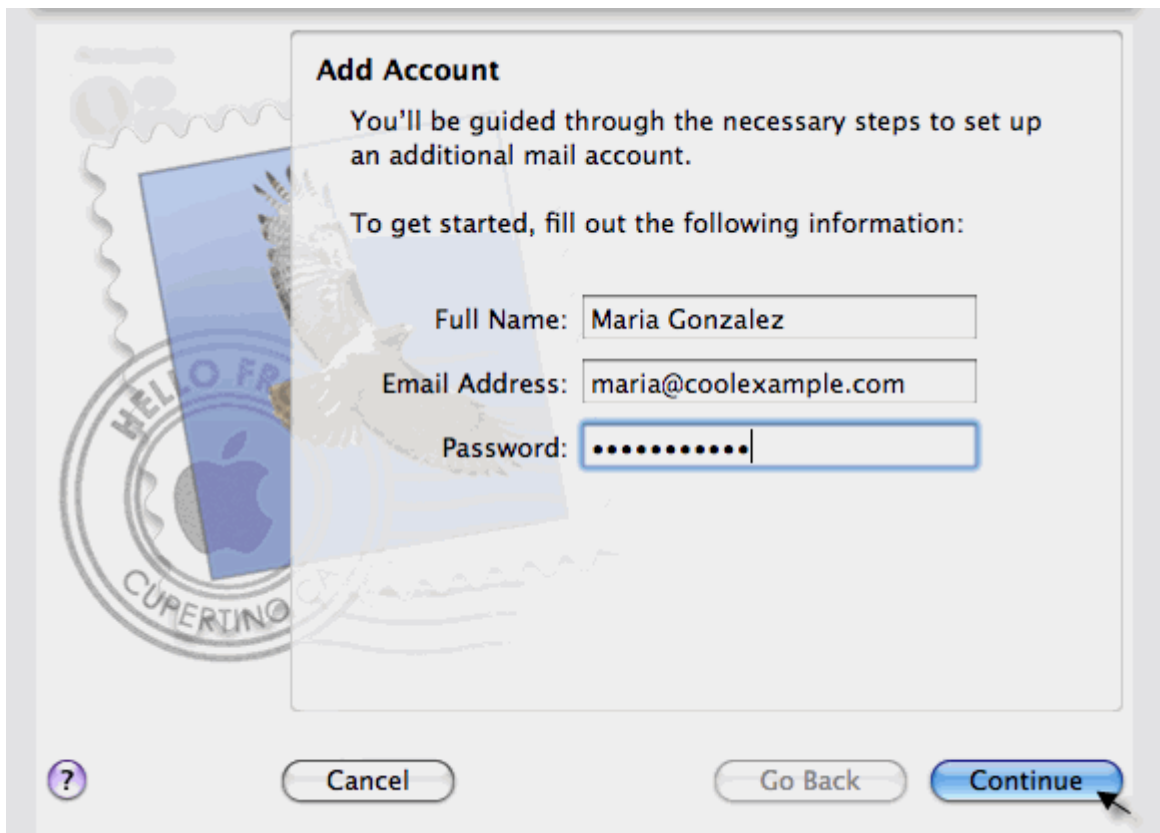


Setting Up Your POP or IMAP Email Address with Apple Mail

This tutorial shows you how to set up Apple Mail to work with your email account.

To Set Up Your Apple Mail

1. From the Mail menu, select **Preferences**.
2. Go to the **Accounts** tab, and then click the **plus sign(+)** at the bottom of the Accounts box.



3. In the **Add Account** window, enter your full name, email address and email password.
4. Click **Continue**.
5. In the Incoming Mail Server screen, select **POP** or **IMAP** from the **Account Type** list, and complete your information as follows:

Description

The name of your account.

Incoming mail server

mail.yourdomain.com

User Name

Your email address.

Password

Your email account password.

Click **Continue**.

A screenshot of the 'Incoming Mail Server' configuration window in an older version of macOS Mail. The window has a light gray background with a faint watermark of an Apple logo and the text 'HELLO FROM CUPERTINO CA'. The title bar is 'Incoming Mail Server'. Inside, there are five fields: 'Account Type' is a dropdown menu set to 'POP'; 'Description' is a text field containing 'Email Account'; 'Incoming Mail Server' is a text field containing 'pop.secureserver.net'; 'User Name' is a text field containing 'maria@coolexample.com' and is currently selected with a blue highlight; 'Password' is a text field filled with ten dots. At the bottom, there are three buttons: a help button with a question mark, a 'Cancel' button, and a 'Continue' button which is highlighted in blue and has a mouse cursor pointing at it.

6. In the Outgoing Mail Server screen complete your information as follows:

Description

The name for this mail server (e.g. yourdomain.com).

Outgoing mail server

mail.yourdomain.com

7. Check the **Use only this server** box.
8. Check the **Use Authentication box**, and then enter your User Name and Email Address. Click **Continue**.

