

Apple Mail

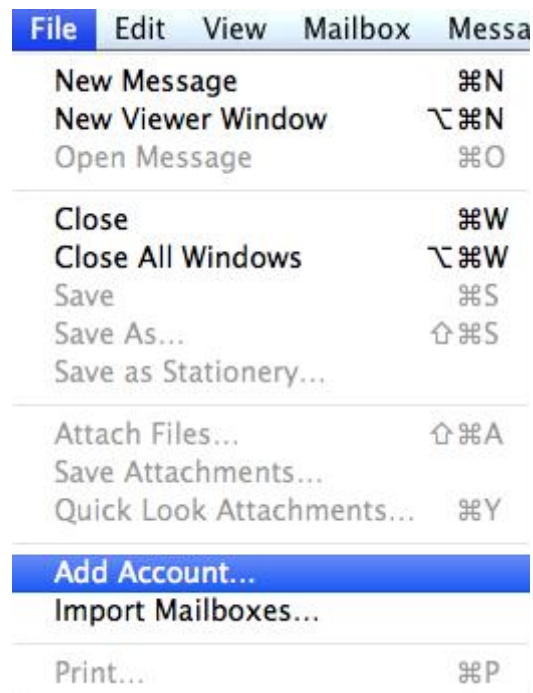
These easy to follow guides provide step-by-step instructions on how to setup and troubleshoot your email program, with personalised screenshots providing visual examples to follow.

Note: If SMTP Authentication is not catered for by your email program, you must rather use your ISP's SMTP server.

Email Setup for Apple Mail

Add a new email account

1. Launch Apple Mail.
2. From the toolbar at the top, select **File** and then **Add Account**.



Mail Account Setup

3. Enter your **name** (which will appear the "From" field in your emails), **email address** and **password**, then click **Continue**



Incoming Server Settings

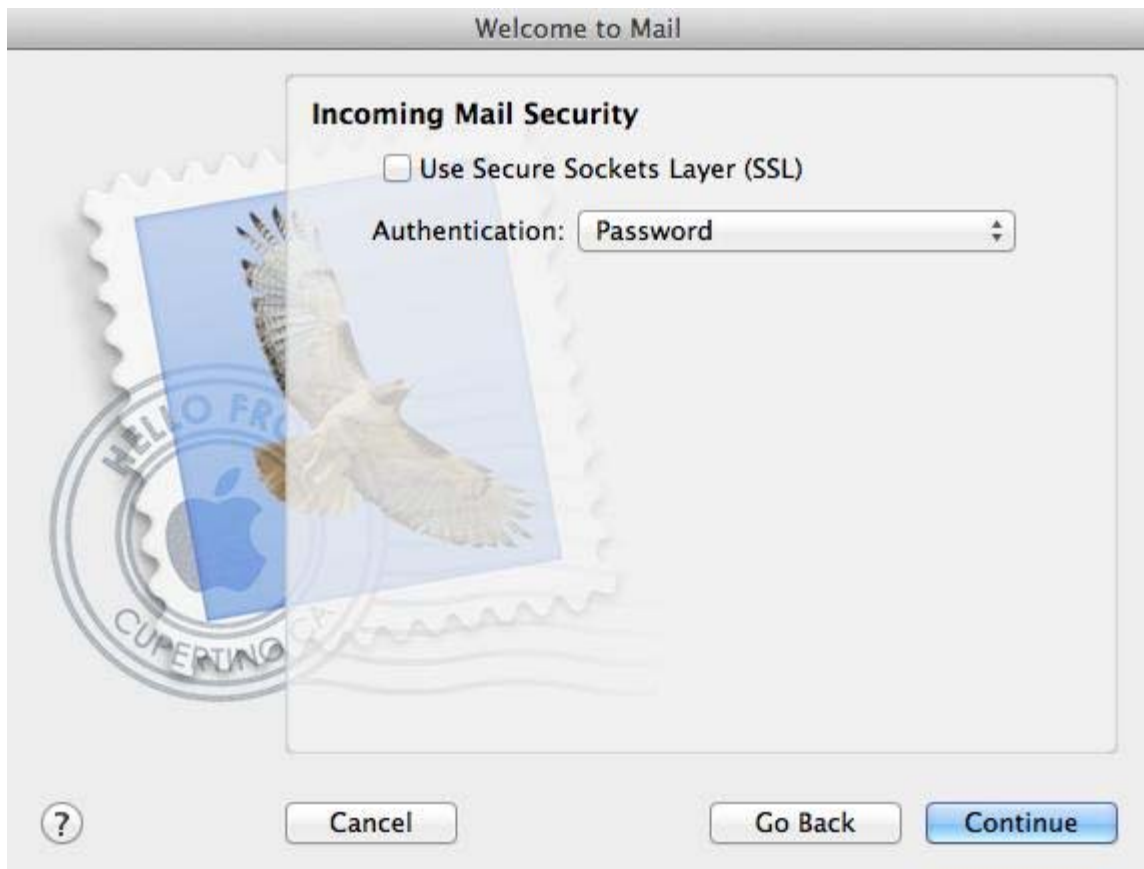
4. Ensure that the incoming server type is selected as POP, then enter the relevant details as shown below and click **Continue**. **Note** : The Description field is optional (e.g. Work email or Home email).

5. Apple Mail will now **test the connection** to the specified mail server. Once this is complete, click **Continue**.



Incoming Mail Security

6. When the **Incoming Mail Security** screen appears, leave **Use Secure Socket Layer** unticked and click **Continue**.



Outgoing Server Settings

7. Enter the **outgoing mail server** and ensure that the **Use Authentication** checkbox is ticked.

8. Enter your **username** and **password** (if these fields are not automatically populated) then click **Continue**.



Incoming Mail Security

9. When the **Outgoing Mail Security** screen appears, leave **Use Secure Socket Layer** unticked and click **Continue**.



Account Summary

10. View the account summary and click **Create**. Ticking the **Take my account online** checkbox will ensure that your account is activated immediately.



You have completed your account setup

11. Your Mac mail program should now be set up to send and receive mail.