

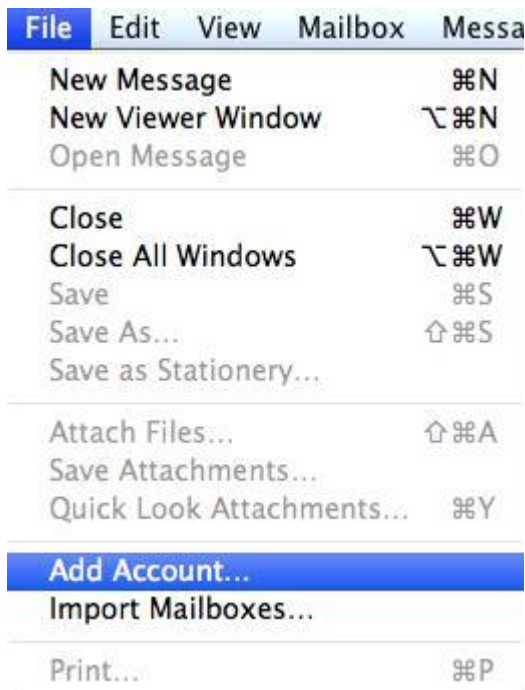
Your mailbox is also available online via [Webmail](#).



- This set up guide is for older OS X 10 Mail. Refer to our [Yosemite](#) or [El Capitan](#) set up guides for newer OS X versions. (To find your version: click the Apple logo at screen top left > About this Mac)
- If the Mail account is already set up, but giving errors – then refer to our [Troubleshooting](#) guide.
- Note: replace your-domain.com with your domain name

Add a new email account

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



Apple Mail Setup

3. Enter your **name** (which will appear the “From” field in your emails), **email address** and **password**, then click **Continue** (forgotten passwords can be [reset by Easy2Access](#))



Incoming Server Settings

4. Complete the information:

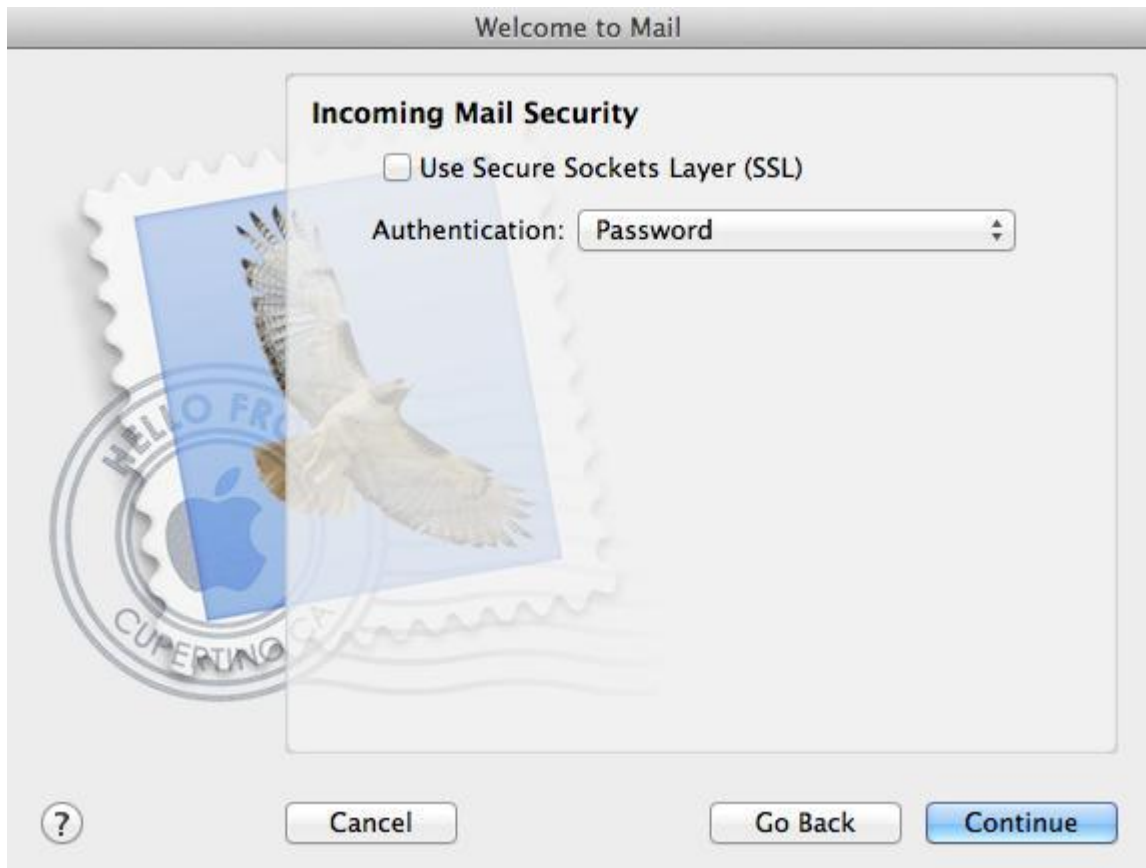
- **Account Type** can be [IMAP or POP](#) (IMAP is default)
- **Description** (optional) e.g. Reception
- **Incoming Mail Server** is mail.(your domain name) – *provided by Easy2Access*
- **Password** is your mailbox password (as in previous screen)

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.

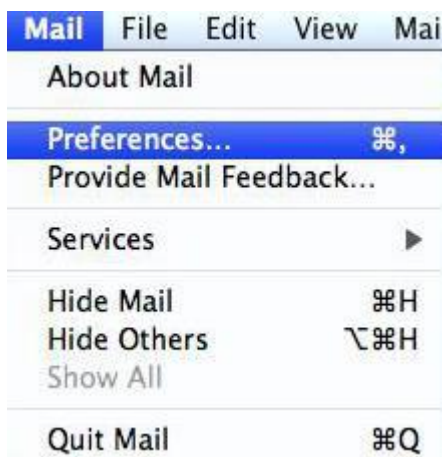


You have completed your account setup

11. Your Mac mail program should now be set up to send and receive mail, however, to avoid issues in future, continue with these tweaks:

Select Preferences menu

12. Click on the **Mail** menu and then click **Preferences**.

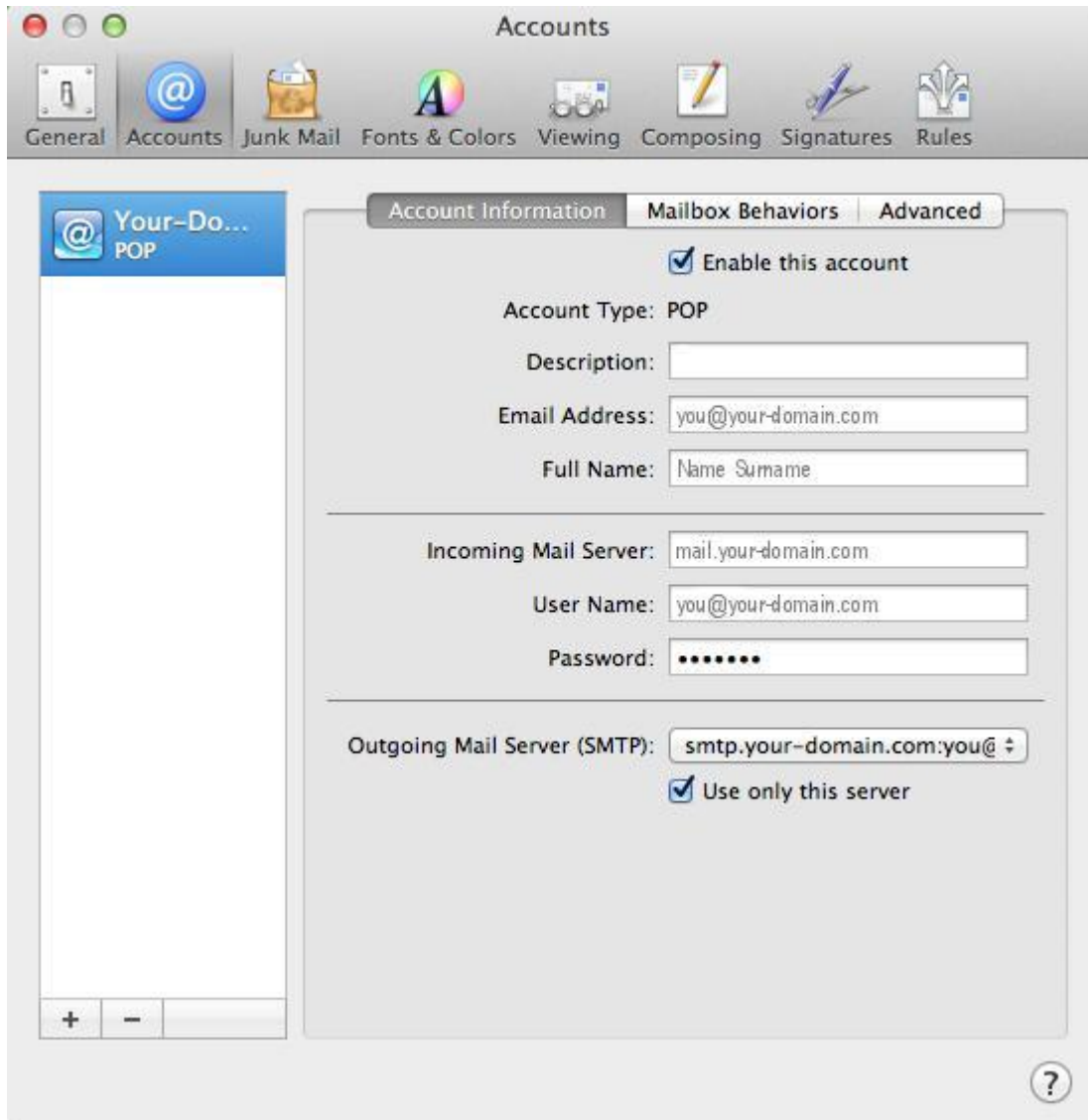


Check account settings

13. Click on the **Accounts** tab and select the relevant account.

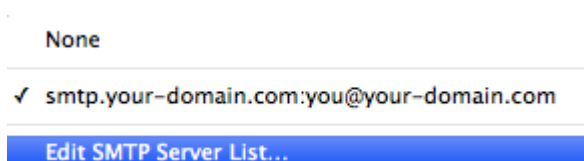
On the **Account Information** tab all settings should be correct

6. Click on the **Outgoing Mail Server (SMTP)** drop down menu.



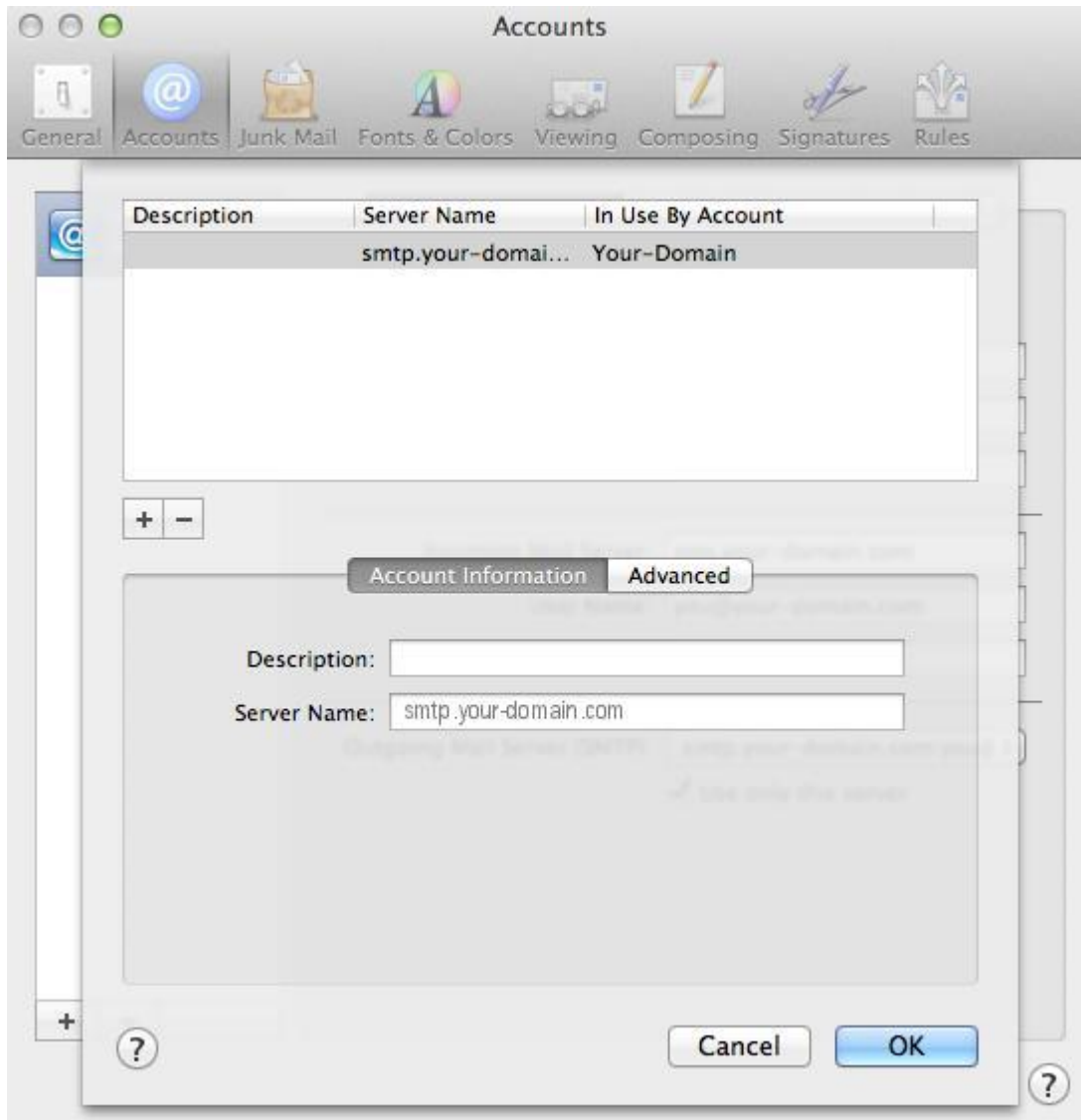
Edit SMTP Server List

7. Select "Edit SMTP Server List..." from the drop down list.



Confirm SMTP Server

8. Select your SMTP server from the list.
9. Confirm that your **Server Name** is entered correctly.
10. Select the **Advanced** tab.



Confirm Advanced SMTP Settings

11. Ensure that your settings look like the settings shown in this screenshot below.
12. Your email account should now be configured correctly.

