

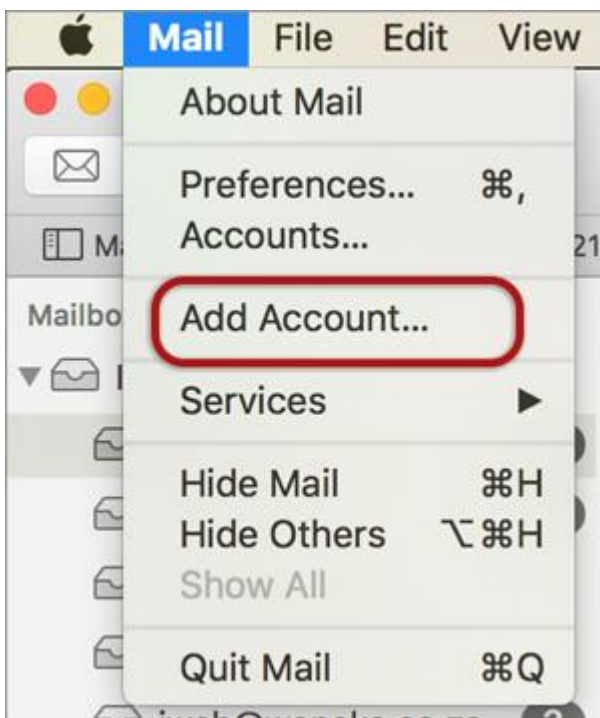
Your mailbox is also available online via [Webmail](#).



- If the Mail account is already set up, but giving errors – then refer to our [Troubleshooting](#) guide.
- Replace *example.com* with your domain name.
- This guide defaults to [IMAP](#) and No SSL

Add a new email account

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




Other Mail Account

3. Select **Other Mail Account...**

Choose a Mail account provider...


- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Other Mail Account...



Account Information

4. Enter your details

- **Name** (which will appear in the 'From' field when you send emails)
- **Email Address**
- **Password** (*Forgotten passwords can be [reset by Easy2Access](#)*)
- > **Create**

 **Add a Mail account**

To get started, fill out the following information:

Name:

Email Address:

Password:

Manually Configure Mail Account

5. The following message will appear **Account must be manually configured** as shown below, click **Next**.

Add a Mail Account

To get started, provide the following information:

Full Name:

Email Address:

Password:

Account must be manually configured

Incoming Mail Server Info

6. Enter these details:

- **Account Type** – [IMAP or POP](#), though IMAP is default
- **Mail Server** is mail.(your domain name) – *provided by Easy2Access*
- **User Name** is the full email address
- **Password** is the mailbox password (forgotten passwords can be [reset by Easy2Access](#))
- > **Next**

Incoming Mail Server Info

Account Type: IMAP POP

Mail Server:

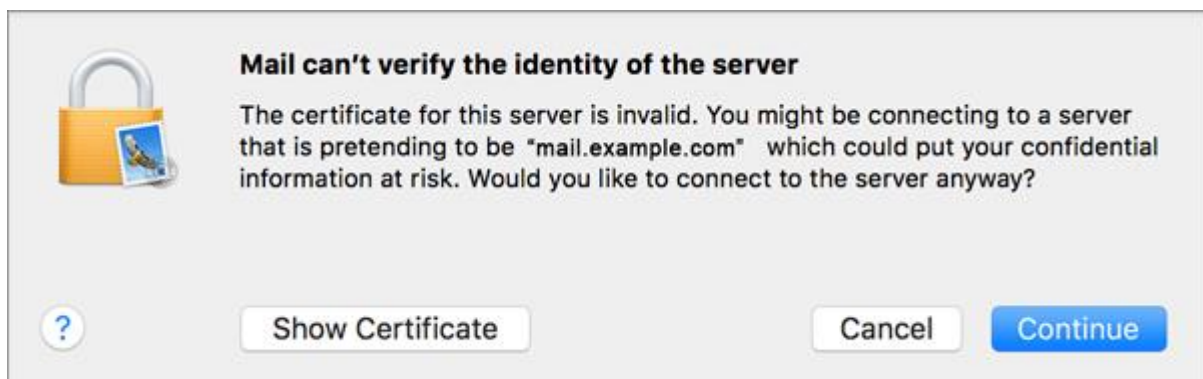
User Name:

Password:

Verify Security Certificate for Incoming Server

7. Ignore the server identity message > **Connect**

- You can add the certificate to your trust settings to avoid seeing this message in the future.



Outgoing Mail Server Info

8. Check the following settings:

- **SMTP Server** starts with **SMTP**
- **User Name** is the full email address
- **Password** is the same mailbox password as above (forgotten passwords can be [reset by Easy2Access](#))
- > **Create**

Outgoing Mail Server Info

SMTP Server:

User Name:

Password:

Verify Security Certificate for Outgoing server

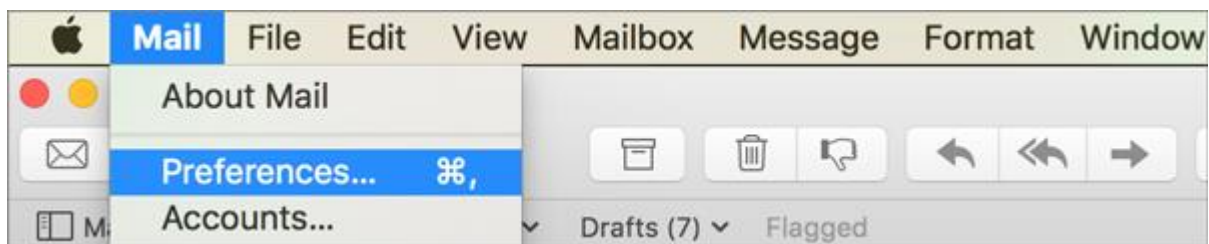
9. You will now need to verify the security certificate for the outgoing server by selecting **Connect**.

Your Mail account is now set up. You will see your new account in the list with any other mail accounts.

However, to avoid any future issues, continue with these few tweaks:

Further settings:

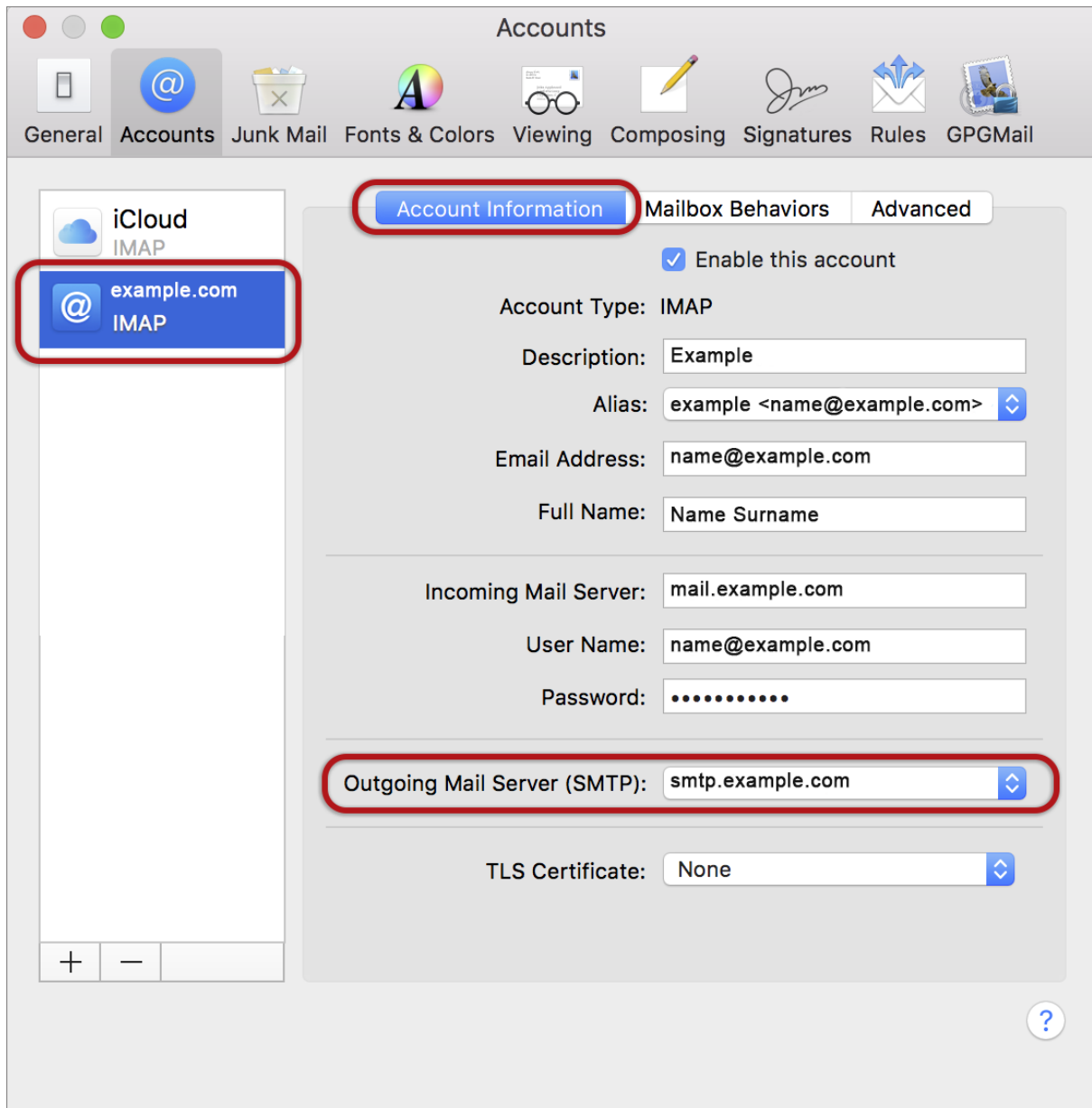
10. From the top menu choose **Mail > Preferences...**



Account Information

11. Choose your new account from the list on the left.

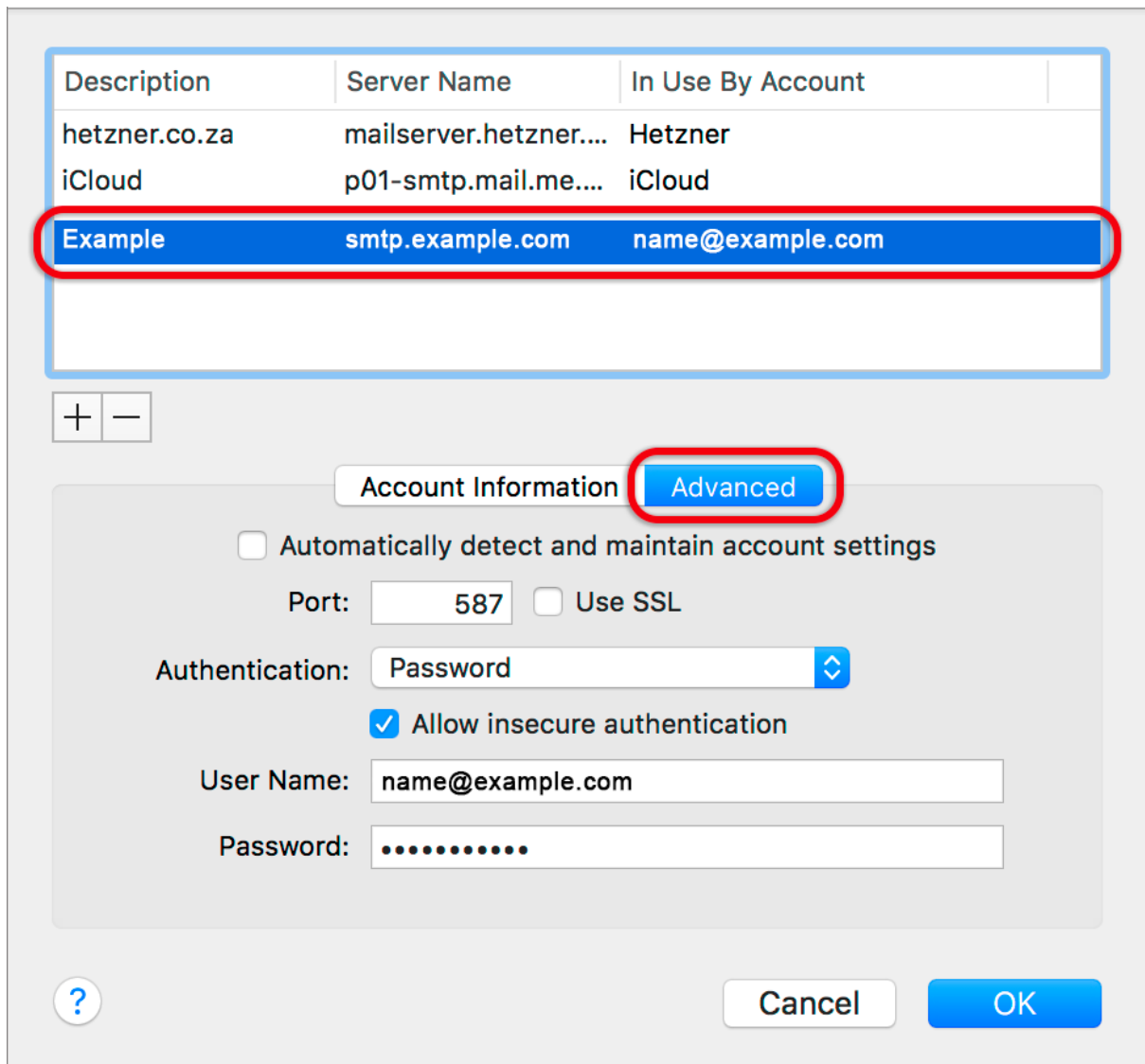
On the **Account Information** tab click the dropdown arrow on **Outgoing Mail Server (SMTP)**, and choose **Edit SMTP Server List**



SMTP settings

12. Choose the relevant account from the list, choose the **Advanced** tab, and ensure that:

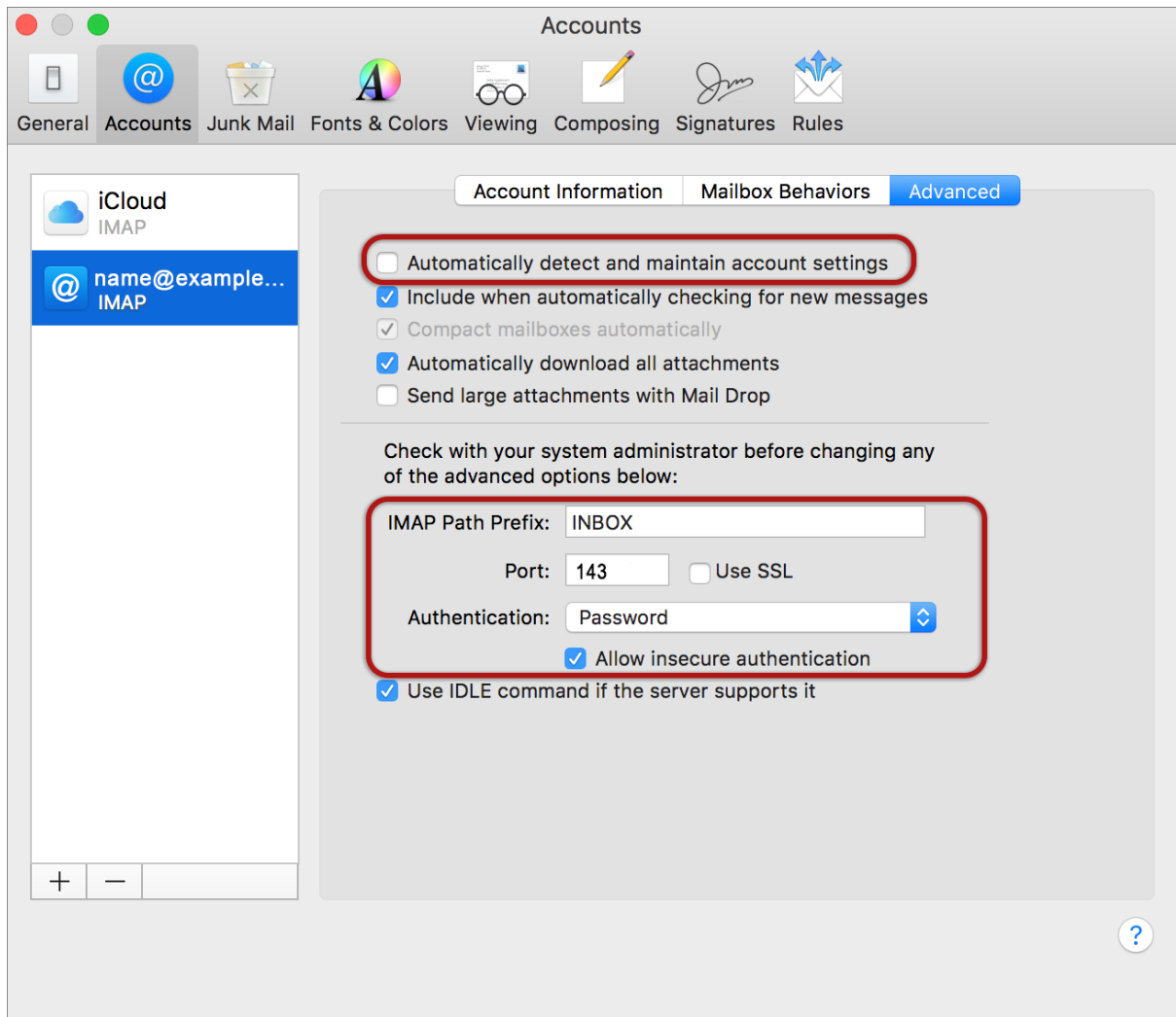
- **Automatically detect and maintain account settings** is **not** ticked
- **Port** is 587
- **Use SSL** is **not** ticked
- **Authentication** is Password
- **Allow insecure authentication** is ticked
- **User Name** is the full email address
- > OK



Incoming Server settings

13. Back on the Accounts screen, choose the **Advanced tab** and ensure that the Incoming Server settings are correct, specifically:

- **Automatically detect and maintain account settings** is **not** ticked
- **Port** 143 for IMAP (110 for POP)
- **Use SSL** is **not** ticked
- **Authentication:** Password
- **Allow insecure authentication** is ticked



Finish

14. **Close** by clicking outside of that screen **& Save settings** when prompted.