

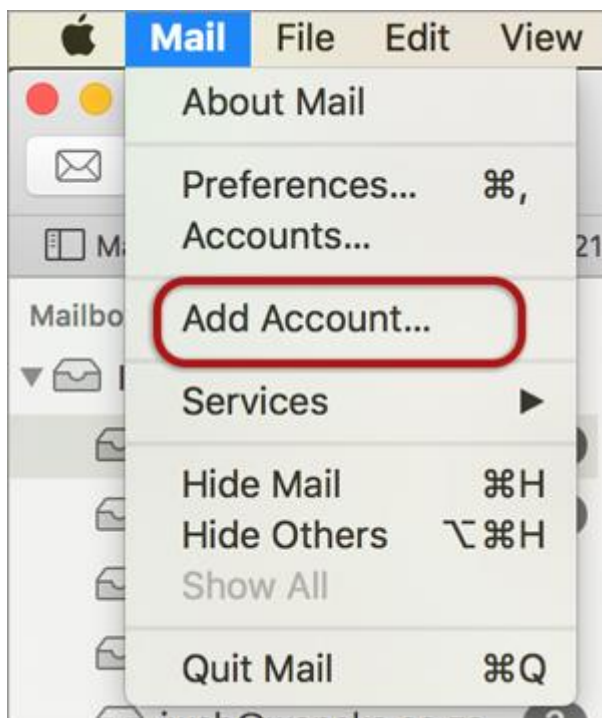
Your mailbox is also available online via [Webmail](#).



- 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](#)*)
- > **Sign In**

 **Add a Mail account**

To get started, fill out the following information:

Name:

Email Address:

Password:

Server Settings

5. Complete the settings as follows:

- **User Name** is the full email address
- **Account Type** is [IMAP or POP](#) according to preference (IMAP is the default)
- For domains still in transfer or [propagation](#), temporarily use the IP Address in place of **Incoming & Outgoing Mail Server**
- Ignore **Unable to verify account name or password**
- > **Sign In**

Email Address:

User Name:

Password:

Account Type:

Incoming Mail Server:


Outgoing Mail Server:

Unable to verify account name or password.

Server Identity

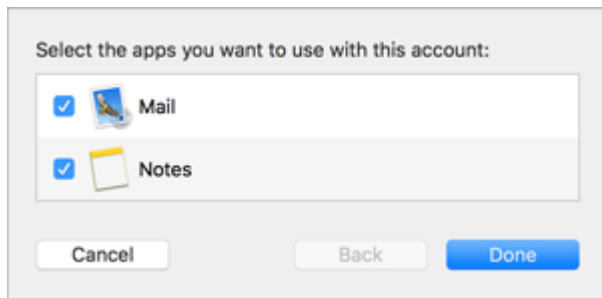
6. Ignore the 2 server identity messages > **Continue**

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

 **Mail can't verify the identity of the server**

The certificate for this server is invalid. You might be connecting to a server that is pretending to be "mail.example.com" which could put your confidential information at risk. Would you like to connect to the server anyway?

7. Select any apps > **Done**

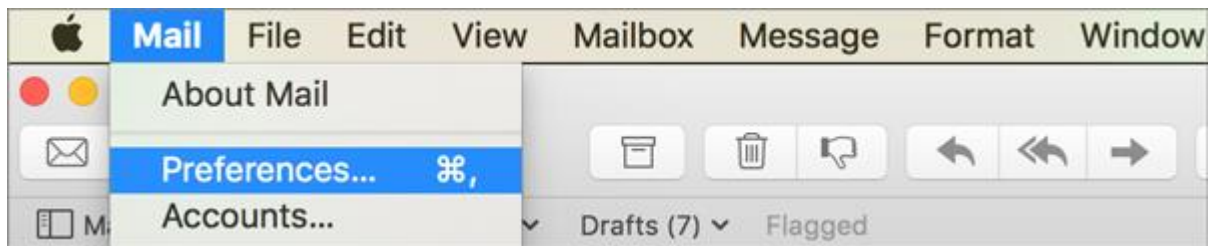


Your Mail account is now set up. You will see your new account in the list with any other mail accounts.

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

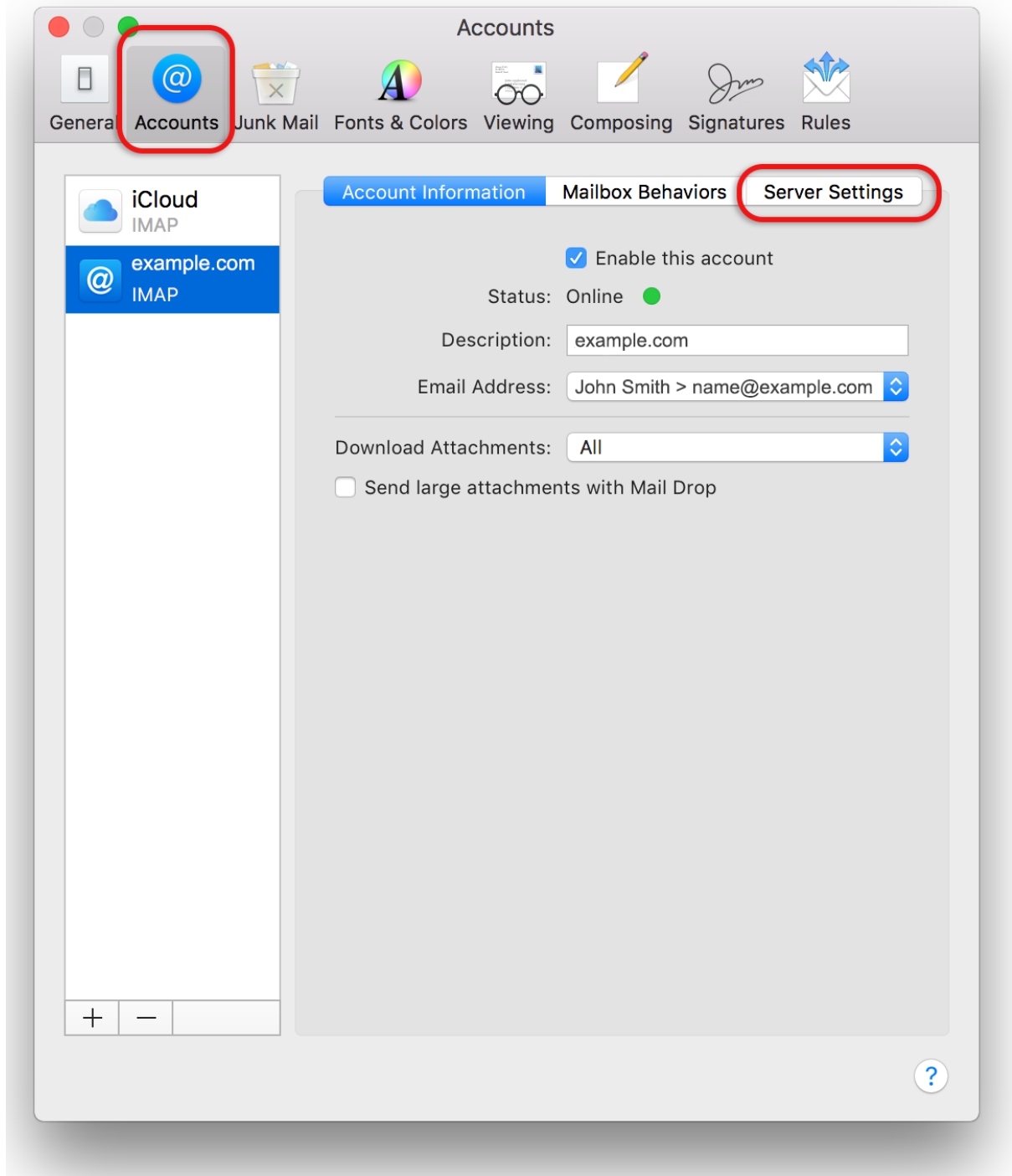
Further settings

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



Account Information

9. On the **Accounts** tab, choose your new account from the list on the left, and then click **Server Settings**

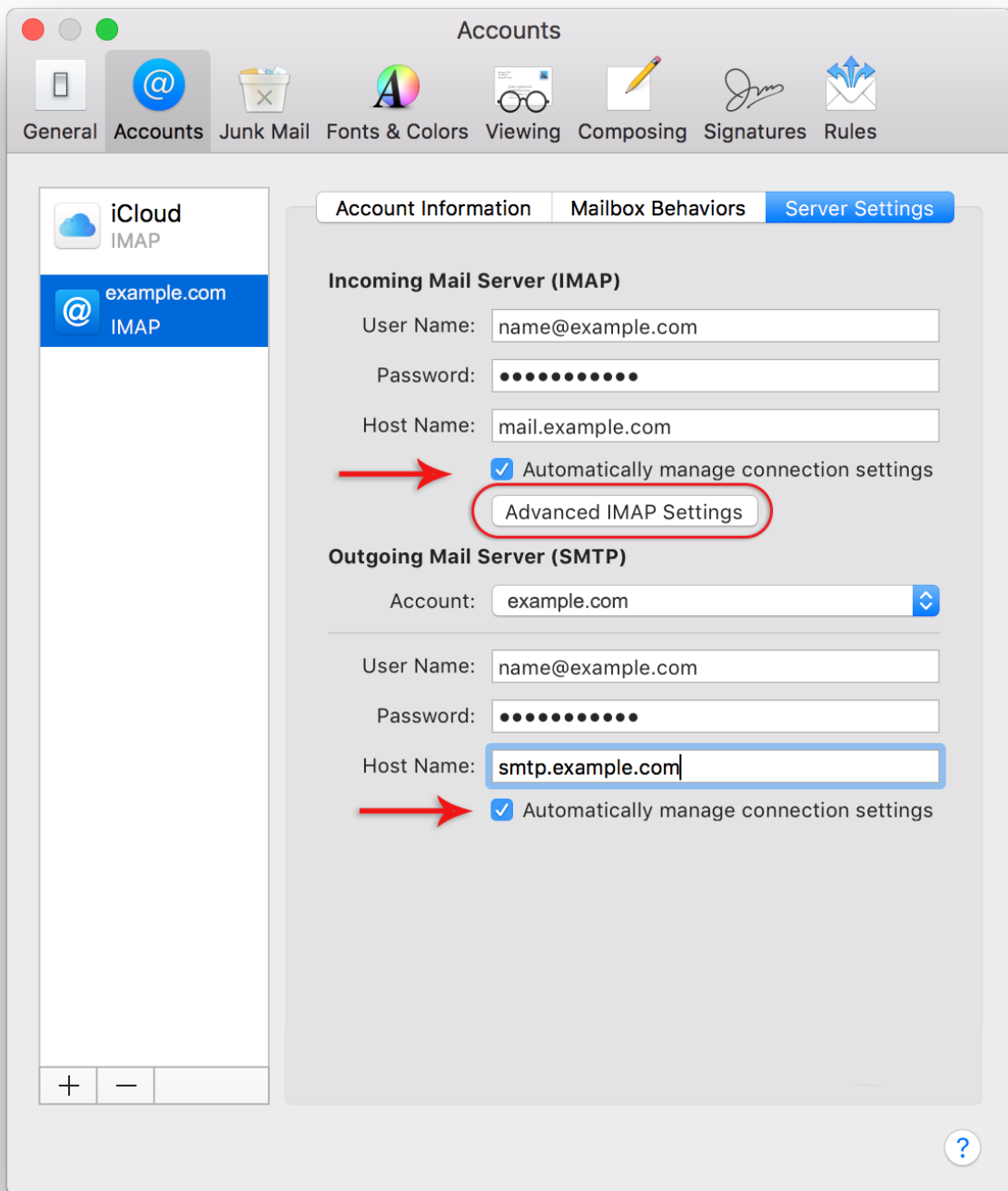


Server Settings

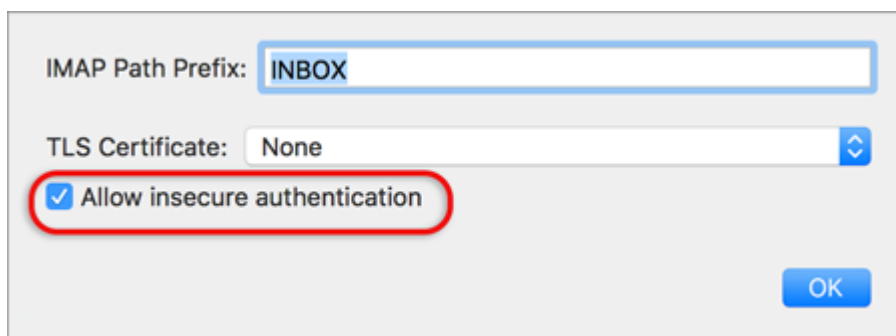
Now for some important customisations:

10. **Deselect (uncheck)** the boxes for **Automatically manage connection settings** for both Incoming and Outgoing Mail Servers –additional fields will now be displayed.

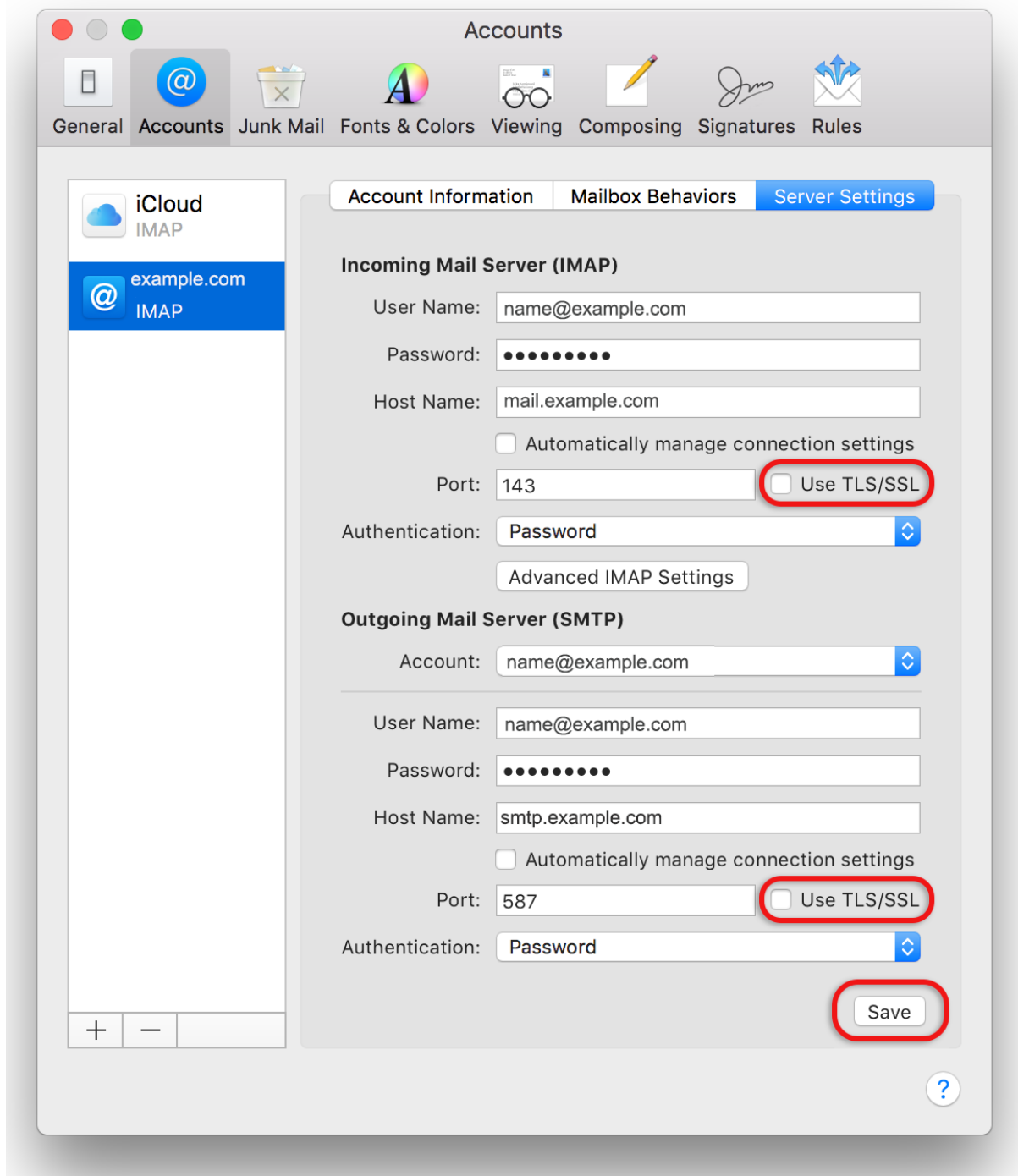
11. Select **Advanced IMAP Settings**



12. Select **Allow insecure authentication** > OK



13. Deselect (uncheck) the boxes for **Use TSL/SSL** for both Incoming and Outgoing Mail Servers.



14. Click **Save**. (Note: this button only becomes visible when settings have changed)