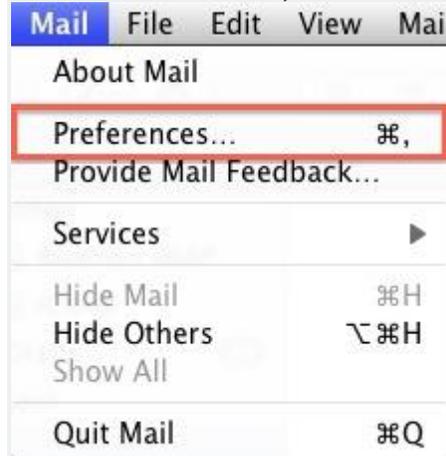# EMAIL SETUP FOR APPLE MAIL

(Updated October, 2018)

This tutorial will step you through configuring your email address in Apple Mail for Mac.
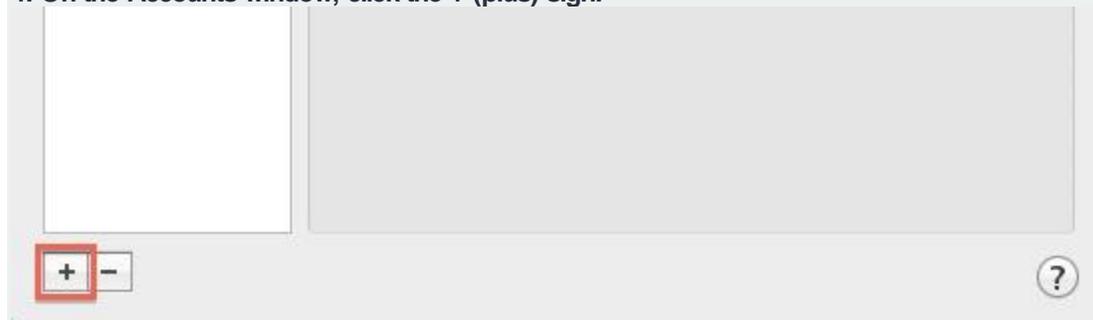
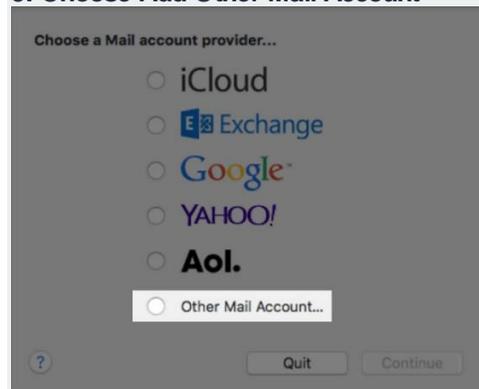**1. Choose Preferences, from the Mail menu.**

2. Select Preferences.

3. Click on the Accounts tab.

4. On the Accounts window, click the + (plus) sign.

5. Choose Add Other Mail Account

6. Enter your Full Name, or as you would like it to appear on your sent email.

Add a Mail Account

To get started, provide the following information:

Full Name: Example Name

Email Address: test@personalemails.com.au

Password: ••••••••••••

Account must be manually configured

Cancel   Next

7. Enter your Email Address.

8. Enter your email account's Password.

9. Click the Continue button.

10. A message should appear saying "Account must be manually configured". Click Next.

11. Choose your account type. You may select either POP or IMAP.

Incoming Mail Server Info

Account Type: IMAP   POP

Mail Server: my.serverhost.com.au

User Name: test@personalemails.com.au

Password: ••••••••••••

Cancel   Back   Next

12. Please enter my.serverhost.com.au as the Incoming mail server, replacing example.com

13. Enter your full email address as the User Name.

14. Enter the Password of your email account.

15. Click Next.

16. The Outgoing Mail Server is the same as your incoming mail server. Again, this will be

my.serverhost.com.au

Outgoing Mail Server Info

SMTP Server:	my.serverhost.com.au
User Name:	test@personalemails.com.au
Password:	••••••••••••

Cancel   Back   Create

17. Enter your full email address as the User Name.

18. Enter the Password of your email account.

19. You may receive a message saying Additional account information required.

20. For the port number, you can use port port 465 with SSL.

21. Make sure the Authentication is set to Password.

22. Click the Create button.