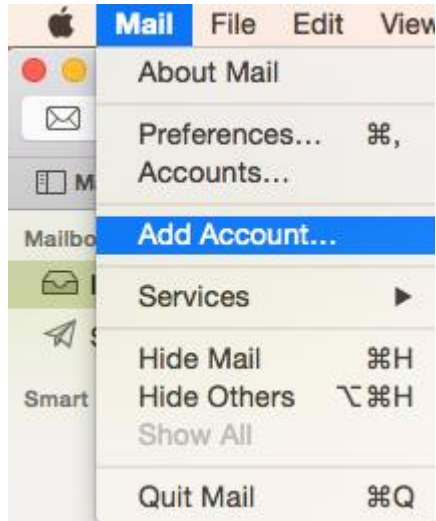


Mac Mail Email Configuration

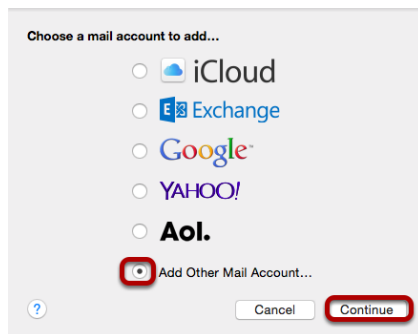
This guide explains how to configure your Mac Computer to access your email account.

Procedure:

Step 1: Launch Mac Mail, click on **Mail** and then select **Add Account**



Step 2: Choose **Add Other Mail Account** and click **Continue**





Step 3: Enter Account Information

A screenshot of a web form titled "Add a Mail Account". The form has a light gray background and contains the following elements:

- Add a Mail Account**: The title of the form.
- To get started, provide the following information:**: A sub-header for the input fields.
- Full Name:** A text input field containing "Example User".
- Email Address:** A text input field containing "user@example.com".
- Password:** A text input field containing seven black dots.
- Buttons:** A "Cancel" button on the bottom left and a "Create" button on the bottom right. The "Create" button is highlighted with a red rounded rectangular border.

Enter the following information:

Full Name: This is the name that will appear on all outgoing mail from this account.

Email Address: The full email address of your account.

Password: The password of your email account.

Then click **Create**.

Step 4: The system will prompt you that manual account configuration is required. Click Next.



Add a Mail Account

To get started, provide the following information:

Full Name:

Email Address:

Password:

Account must be manually configured

Step 5: Enter Incoming Mail Server Information

Incoming Mail Server Info

Account Type:

Mail Server:

User Name:

Password:

Enter the following information:

Account Type: We recommend IMAP.

Mail Server: mail.hostedemail.com

User Name: Your full email address.



Step 6: Enter Incoming Server Port Information

The screenshot shows a form titled "Incoming Mail Server Info". It contains the following fields and controls:

- Path Prefix:
- Port: Use SSL
- Authentication:
- Buttons: Cancel, Back, and Next (highlighted with a red box).

Enter the following information

Port: 993 (IMAP or 995 (POP)

Click **Next**.

Step 7: Enter Outgoing Mail Server Information

The screenshot shows a form titled "Outgoing Mail Server Info". It contains the following fields and controls:

- SMTP Server:
- User Name:
- Password:
- Buttons: Cancel, Back, and Create (highlighted with a red box).

Enter the following information:

SMTP Server: mail.hostedemail.com

User Name: Your full email address.

Password: Your email account password.



Step 8: Enter Outgoing Mail Server Port

Outgoing Mail Server Info

Port: Use SSL

Authentication:

Enter the following information

Port: 465

Click **Create**.