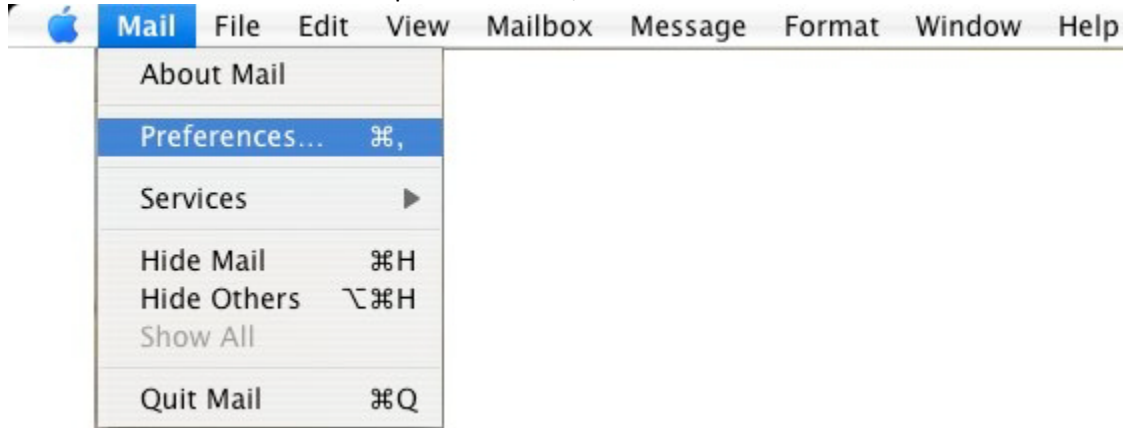


# Basic Email Setup Instructions – MacMail for Mac

Open the Mail program.

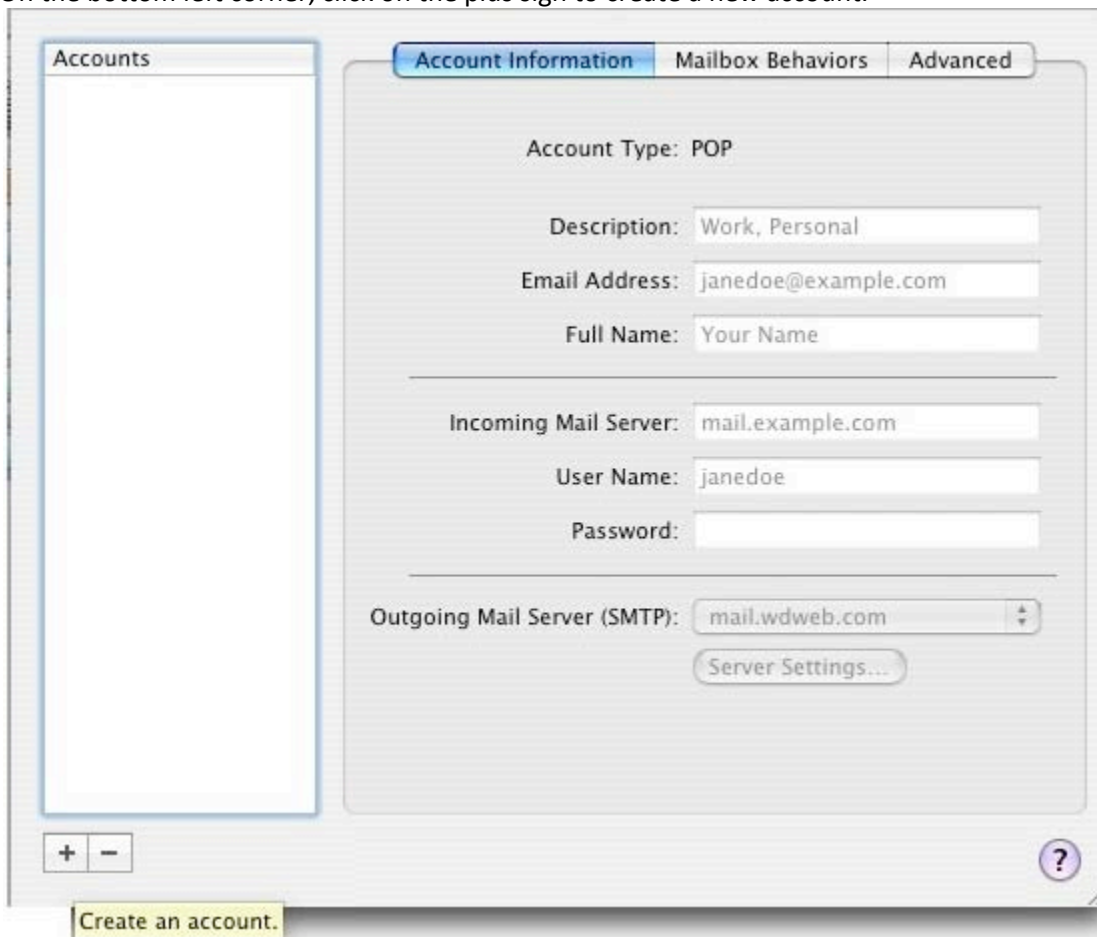
Go to the Mail menu from the top of the screen, select **Preferences**.



Select **Accounts** from the preferences menu.



On the bottom left corner, click on the plus sign to create a new account.




Select POP from the **Account Type**: pull down menu.

Fill in your Account Description: (e.g. Work Account)

Fill in your name.

Fill in your email address.



**General Information**

Account Type: POP

Account Description: My Email

Full Name: John Doe

Email Address: john@mydomain.com

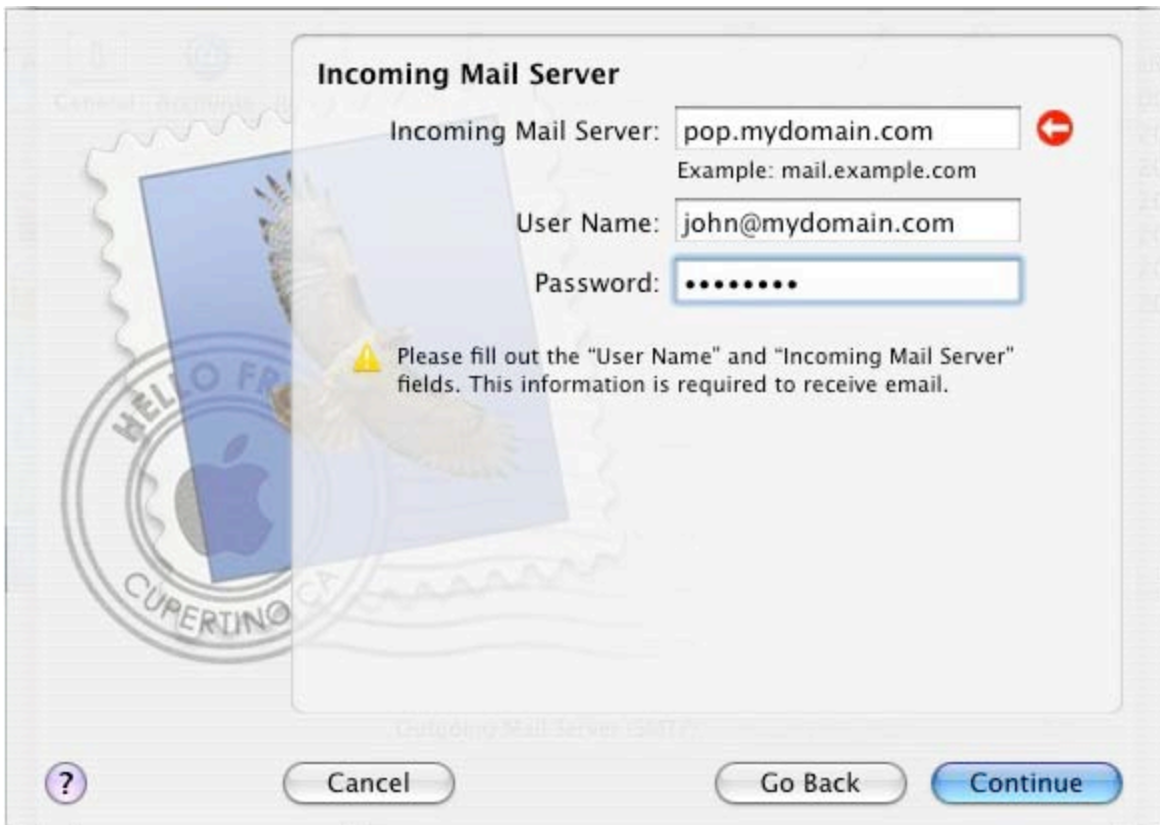
Cancel Continue

Click **continue**.

Next, fill in your Incoming Mail Server. It will be your domain name, prefixed with **POP**.

Your User Name will be your full email account.

Fill in your Email Account Password.



Click **Continue**.

Next, fill in your Outgoing Mail Server. It will be your domain name, prefixed with **SMTP**.

Check the Use Authentication box.

Your User Name will be your full email account.

Fill in your Email Account Password.



Click **Continue**.

Verify your settings, be sure to check for any misspellings.

Click **Continue**.

Click **Done**.