How do I set up Mac Mail to check my email?

- Go to Applications.
- Open Mail.



From the menu bar, click Mail, then Preferences.

Mail	File	Edit	View	Mail		
Abo	ut Mai	1				
Pref	erence	5		ж,		
Prov	ide Ma	ail Feed	dback	·		
Serv	ices			•		
Hide	Hide Mail			жн		
Hide Show	e Othe w All	rs	r	жн		
Quit	Quit Mail			жQ		

• While in Accounts, click the "+" button to create an account.

eneral Accounts RSS Junk Mail Fonts & C	olors Viewing Composing Signatures Rules
Add Account You'll be guided to an additional mail To get started, fill	hrough the necessary steps to set up account. out the following information:
Full Name: Email Address: Password:	Your Name email@yourdomain.com
CIPERING	

• Enter your Full Name, Email address (where yourdomain.com is your registered domain name hosted at Clear Imaging) and Password. Then click **Continue**.

	Account Type:	@ POP	
T W	Description:	My Mail	
	Incoming Mail Server:	pop.yourdomain	.com
1	User Name:	email@yourdom	ain.com
1	Password:	•••••	
600			

• Enter the following information for POP (where yourdomain.com is your registered domain name hosted at Netfirms):

- Incoming mail server: mail.yourdomain.com.
- User Name: email@yourdomain.com.
- **Password:** Your email password.
- Click Continue.

	Outgoing Mail Server
100	Description:
2 1 2	Outgoing Mail Server: smtp.yourdomain.com
51 5	
5 1	Use Authentication
OFR	User Name:
	Password:
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• Enter the following information for SMTP (where yourdomain.com is your registered domain name hosted at Clear Imaging): e.g. **mail.yourdomain.com**

000	Accounts
General Accounts RSS	A Control Composing Signatures Rules
Acc	count Summary
" "Inner all	Account Description: email@yourdomain.com
5	Full Name: Your Name
3 2 -	Email Address: email@yourdomain.com
S 1 1 1	User Name: email@yourdomain.com
51 18	Incoming Mail Conversion and vourdemain com
Your Va	SSL: off
1/21	JUL OIL
12/10/10	Outgoing Mail Server: smtp.yourdomain.com
1 6 1 2	SSL: off
1 16 1	
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	L Take account online
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Ca Ca	ncel Go Back Create

- Click Continue.
- The last page will outline your Account Summary. Click Create.

You will then return to the Accounts Window. You may close this window as mail is currently being downloaded to your MacMail. By clicking your inbox, you will see any new mail that has been downloaded or click **Get Mail**.

Note: If you have trouble sending email out, try to change the SMTP port number to **587** and choose **Authentication** setting as follows:

- 1. Click Accounts.
- 2. In the Outgoing Mail Server (SMTP) section, click mail.yourdomain.com.
- 3. A pull-down menu will appear. Click Edit Server List.
- 4. Highlight smtp.yourdomain.com from the Accounts list and the change the Server port to 587.
- 5. From the Authentication area, click the arrow and click **Password**.
- 6. In the Username field, enter your email address. In the Password field, enter your email password.