

## Mac OS X Yosemite - E-Mail Set Up Instructions

If you don't have your email account set up yet, log-in to our Ticket System and submit a "New Ticket" asking us to set up a new email account. We will respond to your Ticket with the Username and Password.

You may log-in to our Ticket System here:

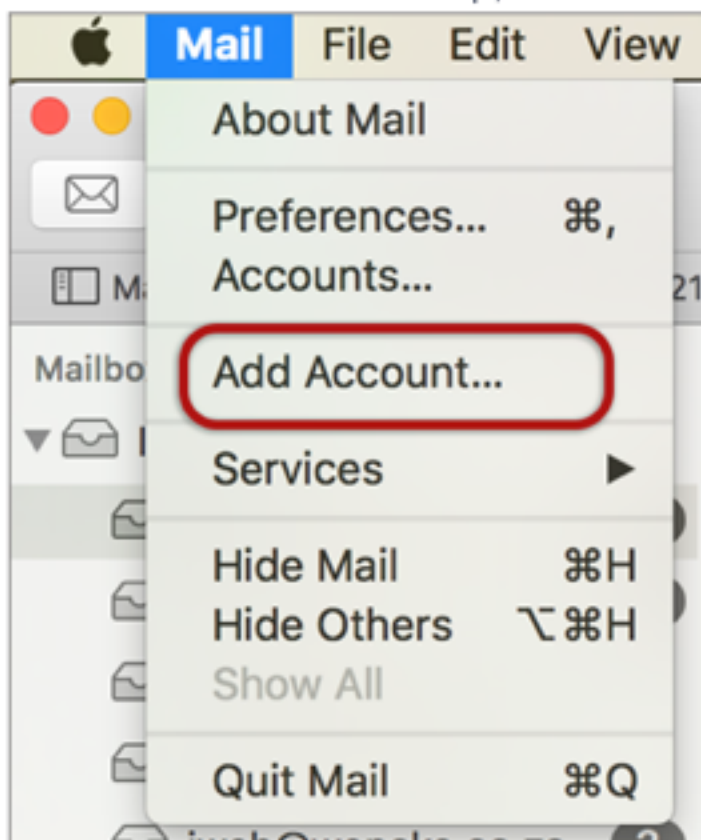
<https://www.clearimaging.com/client-support>

---

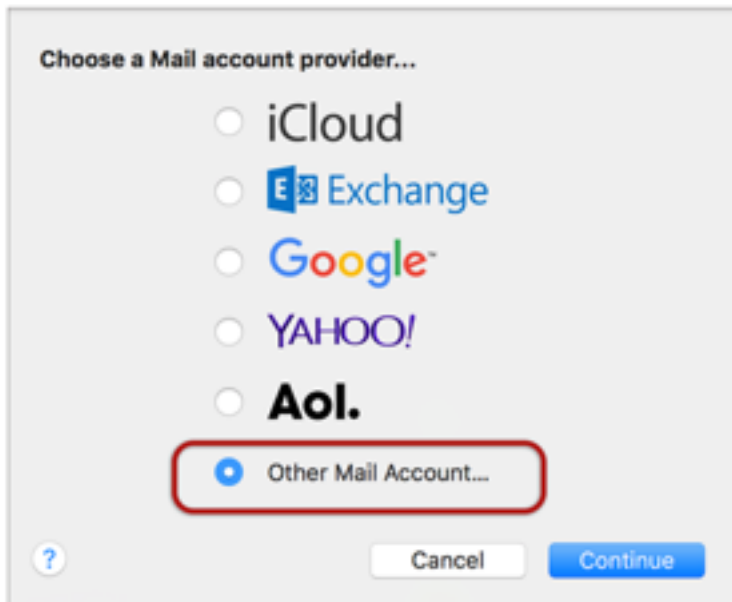
Instructions for Adding an Email Account in: **Mac OS X Yosemite**

### Steps

1. Open the **Mail** application
2. Click on **Mail** in the toolbar at the top, then choose **Add Account**



### 3. Select Other Mail account



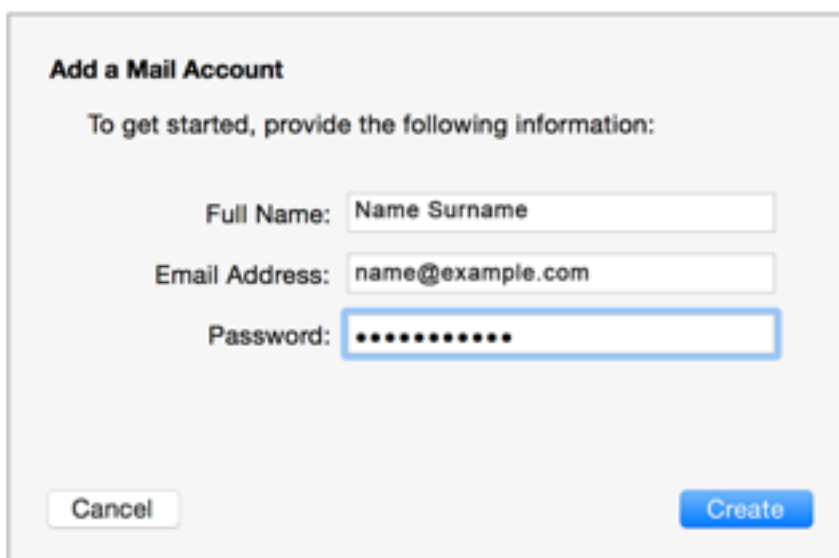
Choose a Mail account provider...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Other Mail Account...

? Cancel Continue

### 4. Input all your information

- Full Name - the name displayed in the 'From' field for outgoing emails
- Email Address - your complete email address
- Password - your email account password
- Click on Create.



**Add a Mail Account**

To get started, provide the following information:

Full Name:

Email Address:

Password:

Cancel Create

5. When prompted with 'Account must be manually configured', click **Next**.

**Add a Mail Account**

To get started, provide the following information:

Full Name:

Email Address:

Password:

Account must be manually configured

### Incoming Mail Server Settings:

6. **Provide** the following details:

- Account Type - Choose between POP or IMAP (IMAP is the default for this guide)
- Mail Server - Prefix "mail." before the domain name, like mail.my-domain.com
- User Name - Your full email address
- Password - Your email account password.
- Click Next.

### Outgoing Mail Server Info:

- SMTP Server -has smtp before the domain name example: smtp.my-domain.com\*
- User Name- your full email address
- Password - your email password (forgotten passwords cannot be restored but we can reset them)
- Select Create

Note: In rare cases, using **mail.domain** (example mail.example.com) and **smtp.domain** might not work. In such instances, utilize the server name instead. (contact us for your server name)

7. Your account setup is now **complete**. Your Mac Mail program is configured to send and receive emails. We suggest sending a test email to ensure functionality.