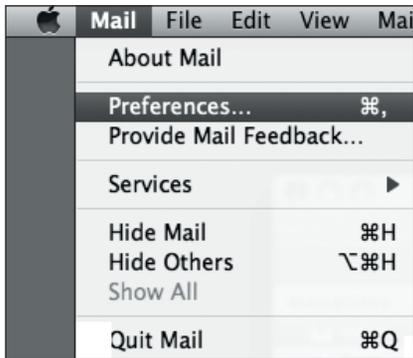


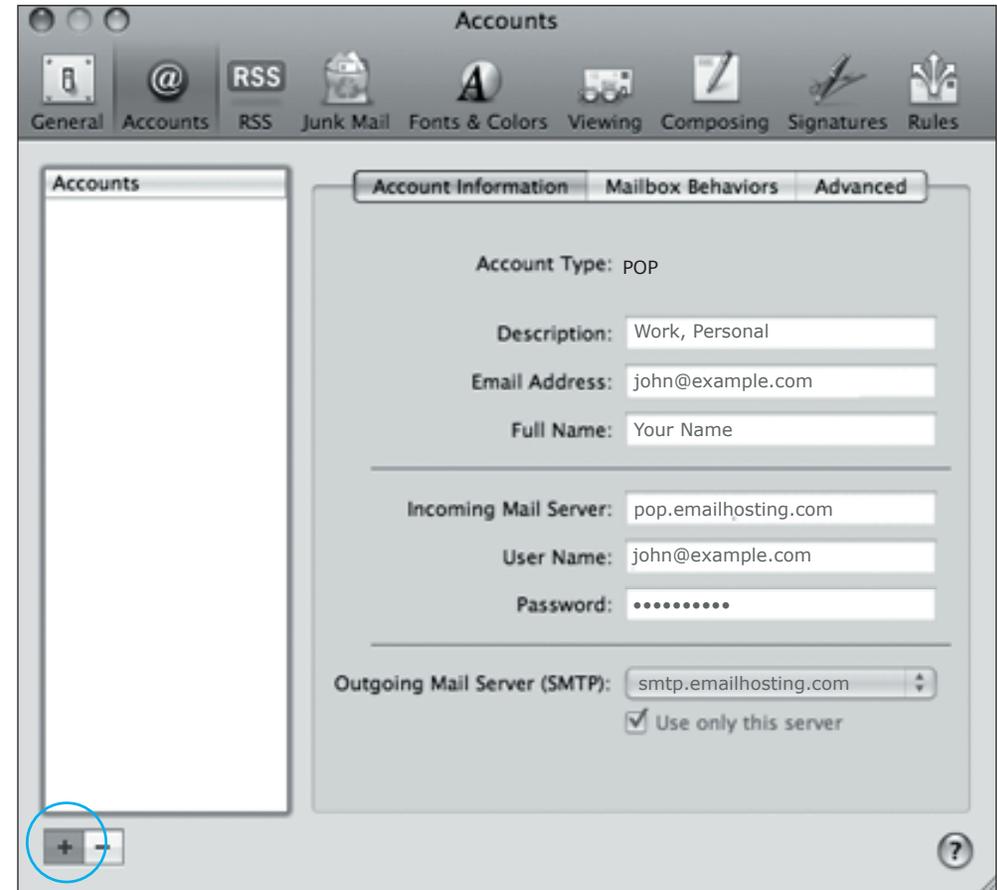
Setting Up Apple® Mail

POP EMAIL ACCOUNT SETUP

1. Open Apple **Mail**.
 - If you are not prompted to create an account, go to **Mail** -> **Preferences**.



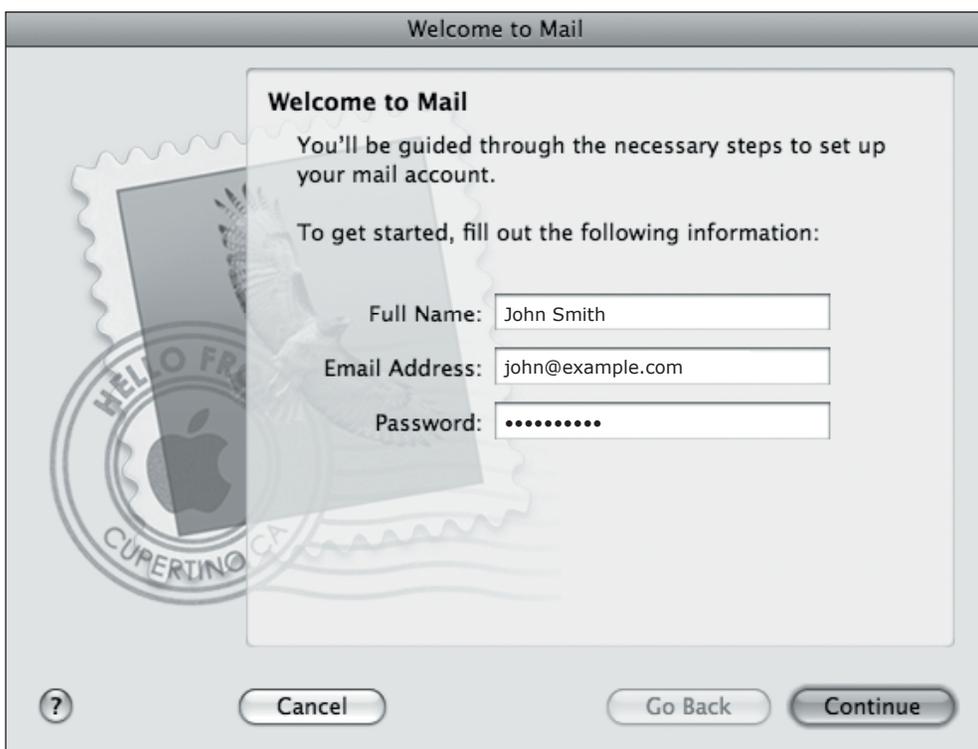
2. Click on the **+** button in the lower left hand corner.



Setting Up Apple® Mail

POP EMAIL ACCOUNT SETUP (cont.)

- Enter the following information:
 - Full Name**—Enter your first and last name. This is the name that will appear in the From field for messages that you send.
 - Email Address**—Enter your entire email address (e.g., myname@mydomain.com).
 - Password**—Enter the password for your email account.
- Type in the incoming mail server information.
 - Account Type:** POP
 - Description:** pop.emailhosting.com
 - Incoming Mail Server: pop.emailhosting.com
 - User Name:** Your Emailhosting Username
 - Password:** Your Emailhosting Password
 - Click **Continue**.



Welcome to Mail

Welcome to Mail

You'll be guided through the necessary steps to set up your mail account.

To get started, fill out the following information:

Full Name: John Smith

Email Address: john@example.com

Password:

? Cancel Go Back Continue



Welcome to Mail

Incoming Mail Server

Account Type: POP

Description: pop.emailhosting.com

Incoming Mail Server: pop.emailhosting.com

User Name: john@example.com

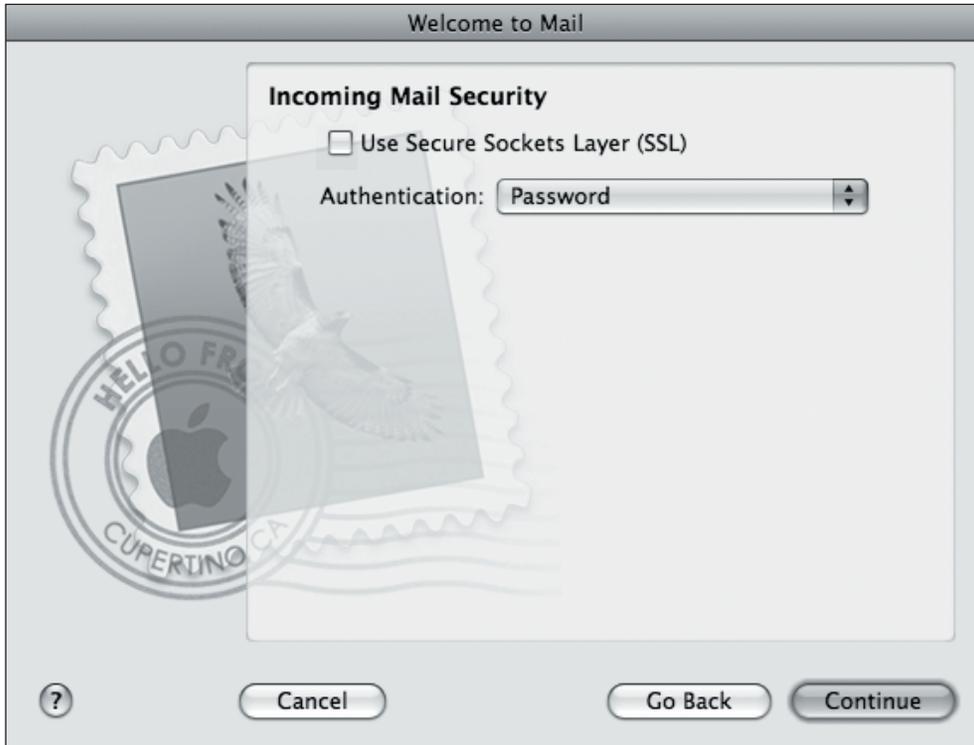
Password:

? Cancel Go Back Continue

Setting Up Apple® Mail

POP EMAIL ACCOUNT SETUP (cont.)

- Uncheck “**Use Secure Sockets Layer (SSL)**”.
 - Keep **Authentication** at **Password**.
 - Click **Continue**.



- Type in the outgoing mail server information.
 - Description:** smtp.emailhosting.com
 - Outgoing Mail Server:** smtp.emailhosting.com
 - Make sure “**Use only this server**” is checked.
 - Check on “**Use Authentication**”
 - Type in your Emailhosting username and password.
 - Click **Continue**.



Setting Up Apple® Mail

POP EMAIL ACCOUNT SETUP (cont.)

8. Mac Mail will now attempt to detect the outgoing server settings. If the **Outgoing Mail Security** window appears, do the following:
- Uncheck the **Use Secure Sockets Layer (SSL)** box.
 - In the **Authentication** drop-down menu, select Password.
 - Click the **Continue** button.



9. When the setup process is done, you will see an **Account Summary** window that summarizes your connections.
- Click on **Create** button.



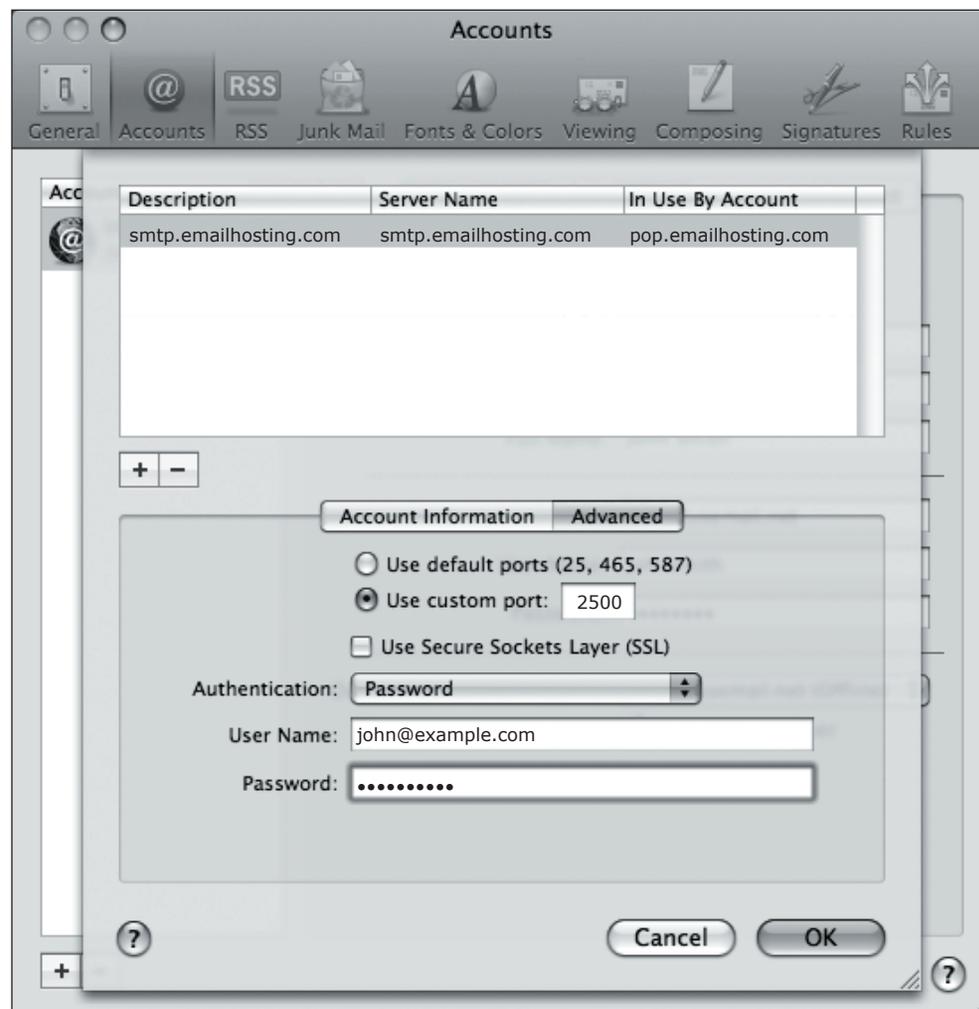
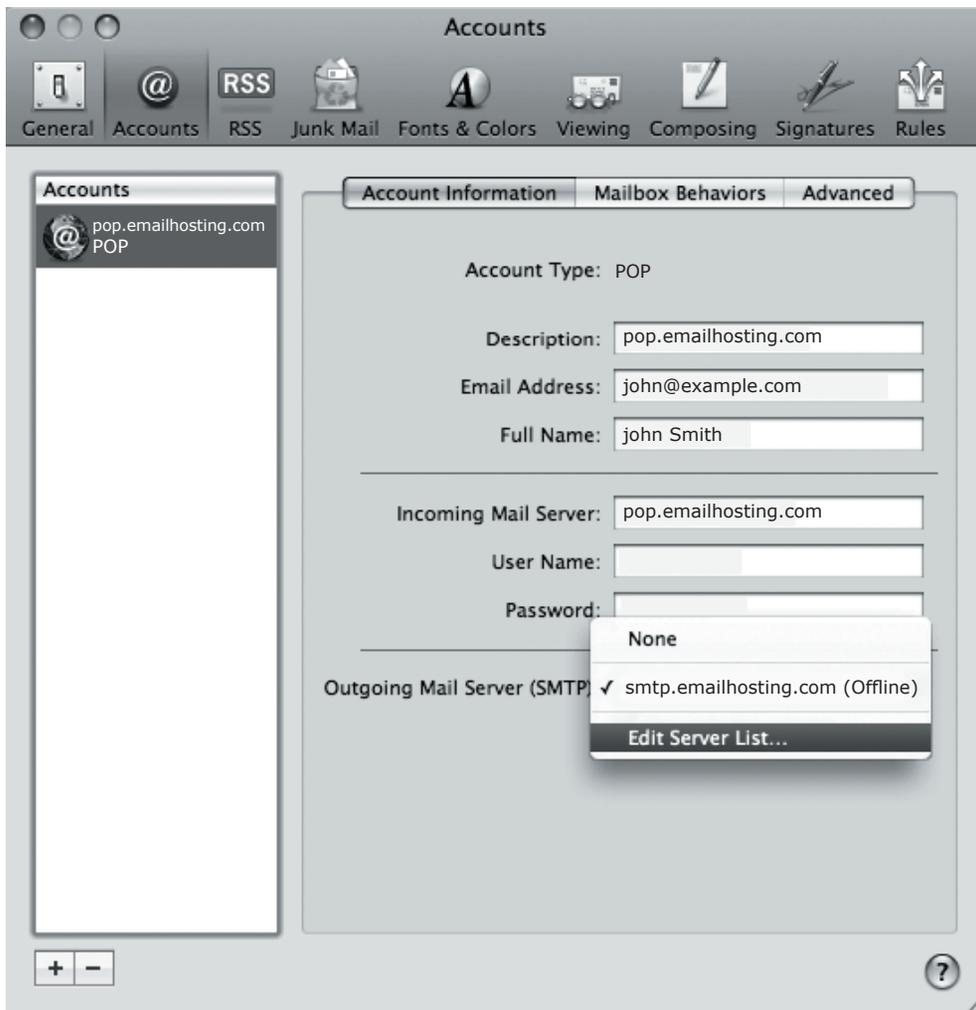
Setting Up Apple® Mail

POP EMAIL ACCOUNT SETUP (cont.)

9. On the **Accounts** page, click on smtp.emailhosting.com next to “**Outgoing Mail Server (SMTP)**” and go to **Edit Server List...**

10. Click on “**Use custom port:**” and type in **2500**. Be sure that “**Use Secure Sockets Layer (SSL)**” is still unchecked and that your username and password have been entered.

- Click **OK**.



Setting Up Apple® Mail

POP EMAIL ACCOUNT SETUP (cont.)

11. Go to the **Advanced tab** along the top.

- Ensure that the **Port** listed there is **110** and not 995 and **Use SSL** is **not** checked.

12. Click on the red button in the upper left hand corner to shut the window making sure to click on **Save** when prompted. The setup is now complete. 🌐



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