## **Access from Apple Mail**

The instructions provided in this section were verified against Apple Mail 8.2. They might not work with earlier or later versions of Apple Mail.

To set up Apple Mail:

1. Open Apple Mail and choose the Add Other Mail Account option from the list.

000	Inbox (Read Only)
Mailboxes Inbox Sent	Flagged Drafts
	Sort by Date 🗸
🖂 Inbox	Choose a mail account to add
A Sent	<ul> <li>iCloud</li> </ul>
Smart Mailboxes	○ E Schange
	○ Google <sup>.</sup>
	· YAHOO!
	○ Aol.
	Add Other Mail Account
	Cancel Continue sage Selected
Mail Activity	
+ ☑ ‡∞	

2. Click Continue.

0 😐 🖷			box (Read Only)	
			Q Search	
Mailboxes Inbox Sent	Flagged Drafts			
Mailboxes	Sort by Date 🖌			
🖂 Inbox		Add a Mail Account		
A Sent		To get started, provid	e the following information:	
Smart Mailboxes		Full Name:	John Doo	
			mail@example.com	
		Password:	•••••	
		Cancel	Create	
			No Mes	sage Selected
				0
Mail Activity				
+ 🗢 🕸 -			1 States	

3. Specify your full name, your email address and password, and click **Create**. After you are prompted to configure the account manually, click **Next**.

000	le l	ibox (Read Only)
x r		C. Search
Meilboxes Inbox Sent	t Flagged Drafts	
Mailboxes	Sort by Date 🗸	
🖂 Inbox	Incoming Mail Server Inf	0
A Sent		
Smart Mailboxes	Account Type:	IMAP POP
	Mail Server:	example.com
	User Name:	mail@example.com
	Password:	
	Cancel	Back Next
	Cancer	sage Selected
Mall Activity		
manriating		
+ 🖂 🌣-		

- 4. Specify the following:
  - Account type. Select IMAP if you want to keep copies of received email messages on the server. Select POP if you do not.
  - Mail Server. Type in your domain name, for example, *example.com*.
  - User Name. Type in your full email address.
  - Password. Type in your password.
- 5. Click Next. When prompted for additional information, click Next again.

0.0.0		Inbox (Read Only)	
	C 🗊 🗊 💀 🦘 🇭 🖌		
Mailboxes Hoox Sen	t Flagged Drafts		
Mailboxes	Sort by Date 🗸		
🖂 Inbox		Incoming Mail Server Info	
A Sent			
Smart Mailboxes		Path Prefix: Optional	
		Port: Auto Use SSL	
		Authentication: Password	
		Cancel Back Nex	
		No I	Message Selected
			0
Mall Activity			
+ 🖂 🏟 -			

6. Specify the following:

- Path Prefix. Leave empty unless your provider advises you to use one.
- **Port**. Leave it set to **Auto** unless your provider advises you to use a custom port.
- $\circ$  ~ Use SSL. Select this checkbox if advised by your provider. Otherwise leave it clear.
- Authentication. Select Password from the menu.
- 7. Click Next.

		Inbox (Read Only)		
			), Search	
Mailboxes Inbox Sent	Flagged Drafts			
Mallboxes	Sort by Date 🗸			
🖂 Inbox	Outgoing Mail	ierver Info		
A Sent				
Smart Mailboxes				
	SMTP Serve	: example.com		
	User Name	: mail@example.com		
	Password	: •••••		
	Addition	Additional account information required		
	Cancel	Back		
		No Message Selec	sted	
			0100	
Mail Activity				
+ 🖂 🎄				

- 8. Specify the following:
  - **SMTP Server**. Type in your domain name, for example, *example.com*.
  - User Name. Type in your full email address.
  - **Password**. Type in your password.
- 9. Click Next. When prompted for additional information, click Next again.

0 0 0			lead Only)		
	C Search			Q. Search	
Mailboxes Inbox Ser	Maliboxes Koon Sent Flapped Drafts				
Mailboxes	Sort by Date 🗸				
🖂 Inbox		Outgoing Mail Server Info			
A Sent					
Smart Mailboxes		Port: A	uto Use SSL word		
		Cancel	Back Create		
			No Mes	ssage Selected	
Mail Activity					
+ • •					

10. Specify the following:

- Port. Leave it set to Auto unless your provider advises you to use a custom port.
   Use SSL. Select this checkbox if advised by your provider. Otherwise leave it clear.
   Authentication. Select Password from the menu.

11. Click Create.