



Mac Mail

This was set up using Mac version 10.15.7
Example email used was: you@yourdomain.co.nz

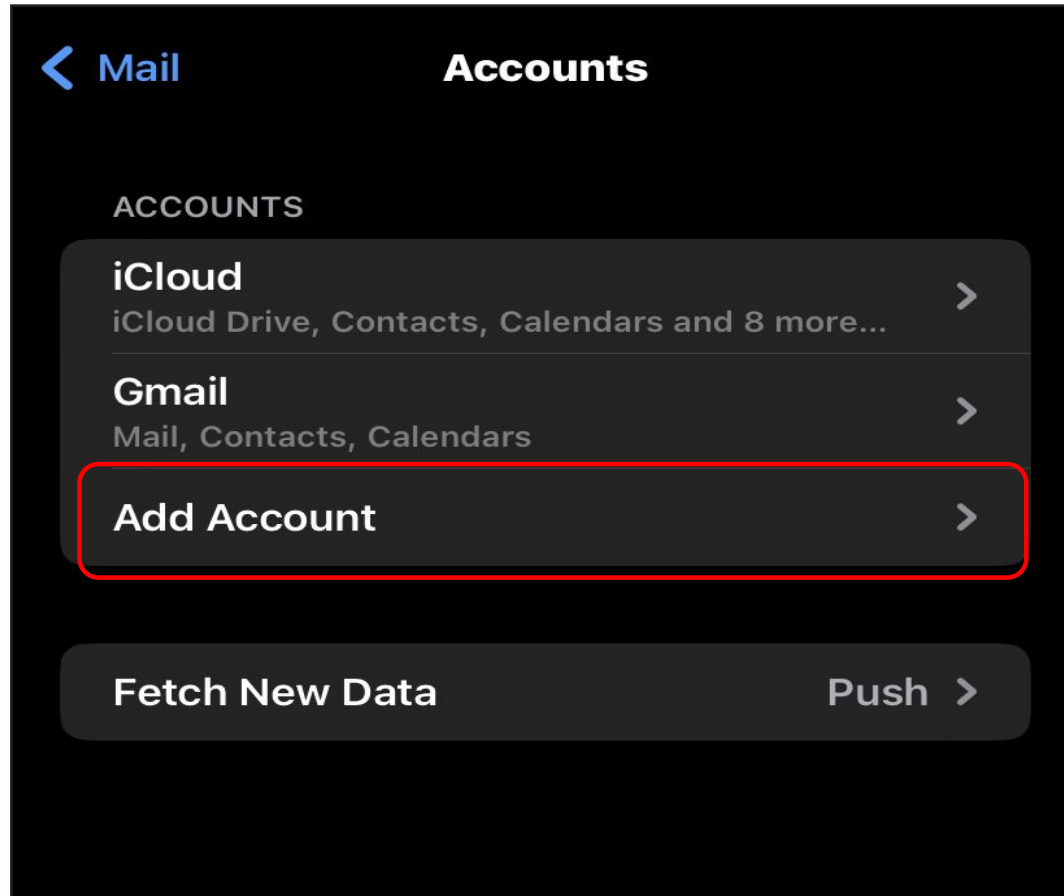


KEYWORDS AND PHRASES

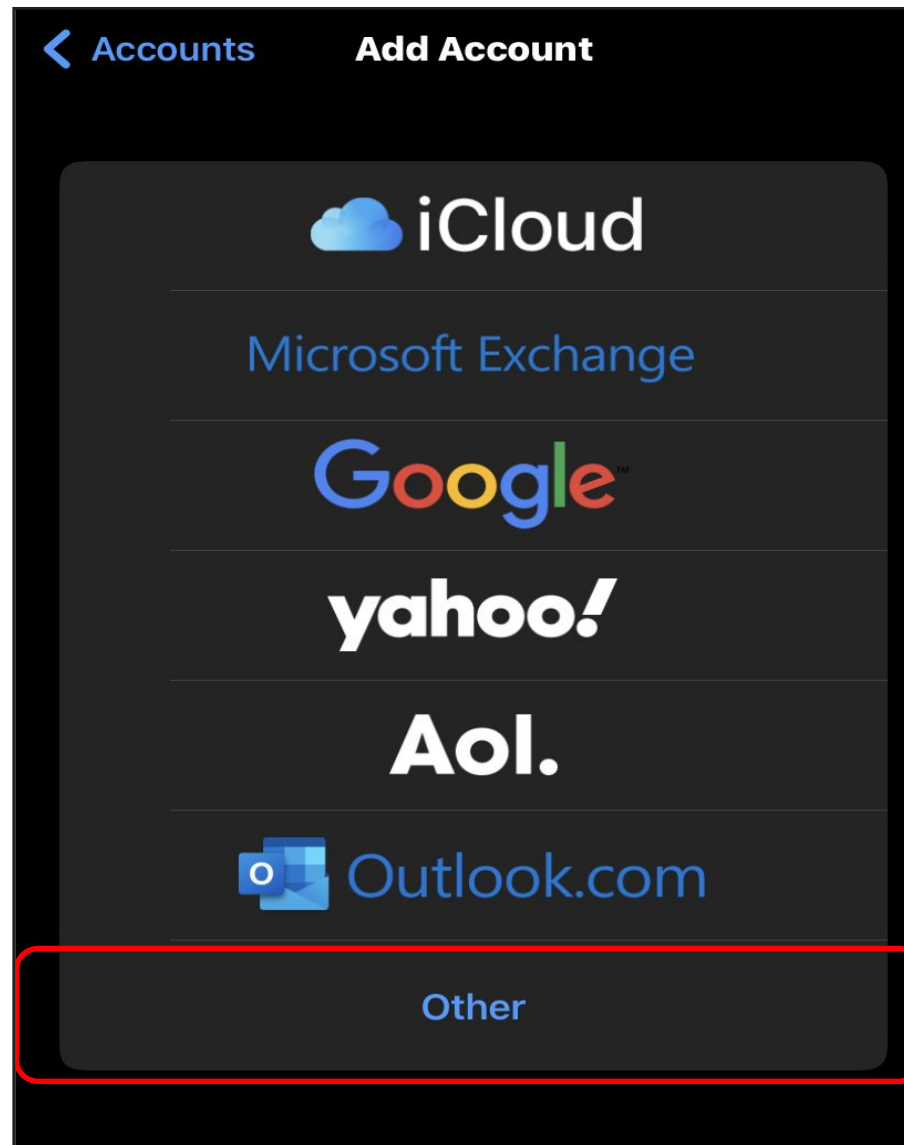
- **Mail application:** The program on your computer or mobile device used for managing emails.
- **Finder:** The application on your Mac used for browsing files and folders.
- **Email Address:** Your unique identifier for receiving and sending emails.
- **Username:** Your email account's unique identifier, typically the same as your email address.
- **Password:** The secret code used to access your email account.
- **Account Type:** The protocol used to retrieve emails, such as IMAP or POP.
- **Incoming Mail Server:** The server responsible for receiving your incoming emails.
- **Outgoing Mail Server:** The server responsible for sending your outgoing emails.
- **Server Details:** Information required to connect to the email server, including hostname and port.
- **Preferences:** Customizable settings for your Mail application.
- **Port:** A number used to establish a connection between your device and the email server.
- **Edit Server Settings:** Modifying the configurations of the email server for improved performance.
- **Automatically Manage Connection Settings:** Enabling or disabling the automatic management of connection settings.
- **Verification:** Confirming the accuracy of the email settings and establishing a successful connection.
- **Sign In:** Logging into your email account.
- **Switched On:** Ensuring the Mail app is enabled and ready to receive and send emails.



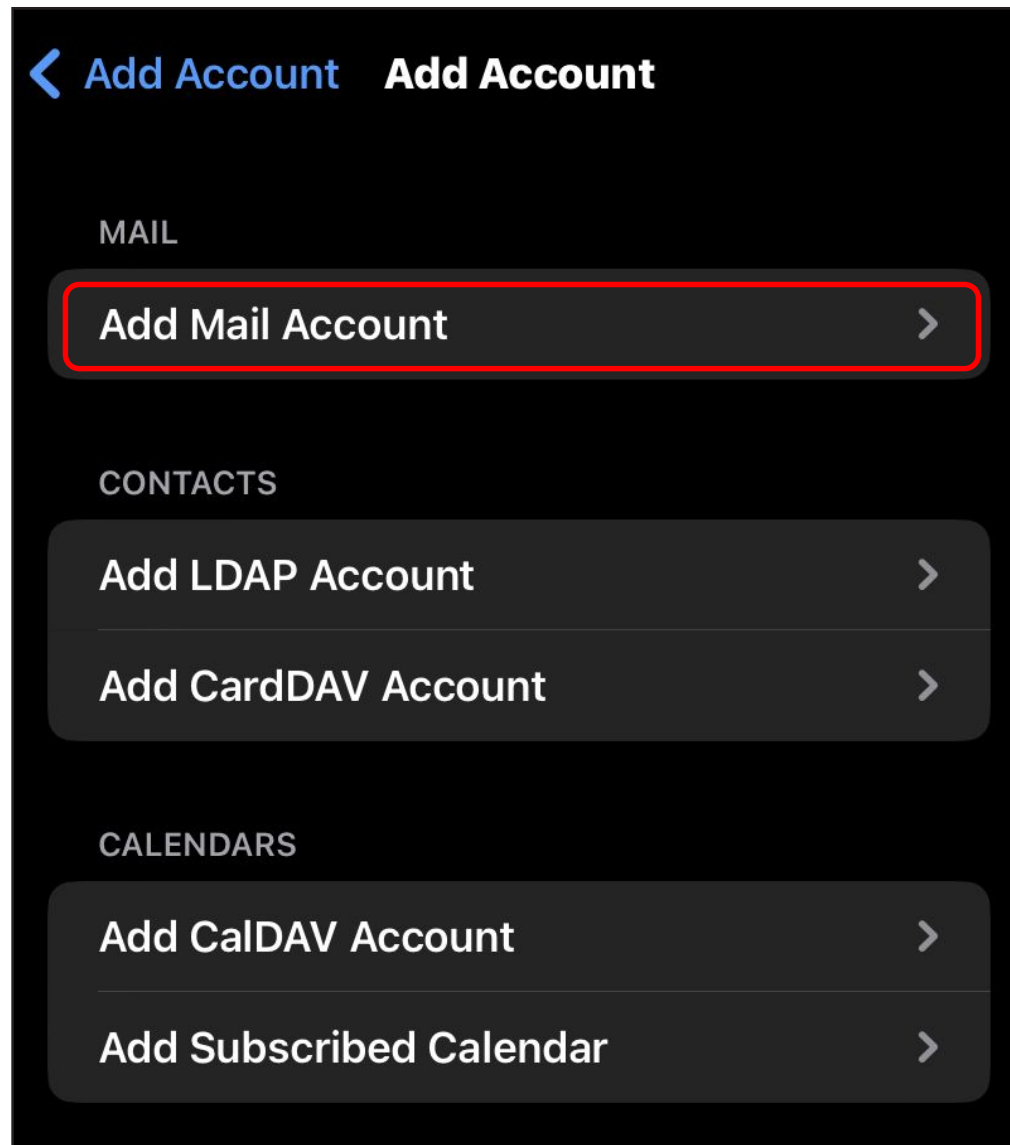
- 1 Go to **Settings** on your Apple device. In the search bar of the Settings app, type '**Mail**' or scroll down to find the '**Mail**' app listed alphabetically. Select '**Add Account.**'



- 2 Choose **'Other'** from the list.



3 Select 'Add Mail Account.'



4 Enter your account details as follows:

- **Name:** Your desired name for the account.
- **Email:** Your full email address, including what comes after the '@' symbol.
- **Password:** The password for the email address entered above.

If you don't have these details, contact ActiveHost support to reset them for you.

support@activehost.co.nz

The description should fill itself out automatically.
Then tap **'Next.'**

New Account	
Cancel	Next
Name	John Appleseed
Email	user@example.com
Password	Required
Description	My Email Account



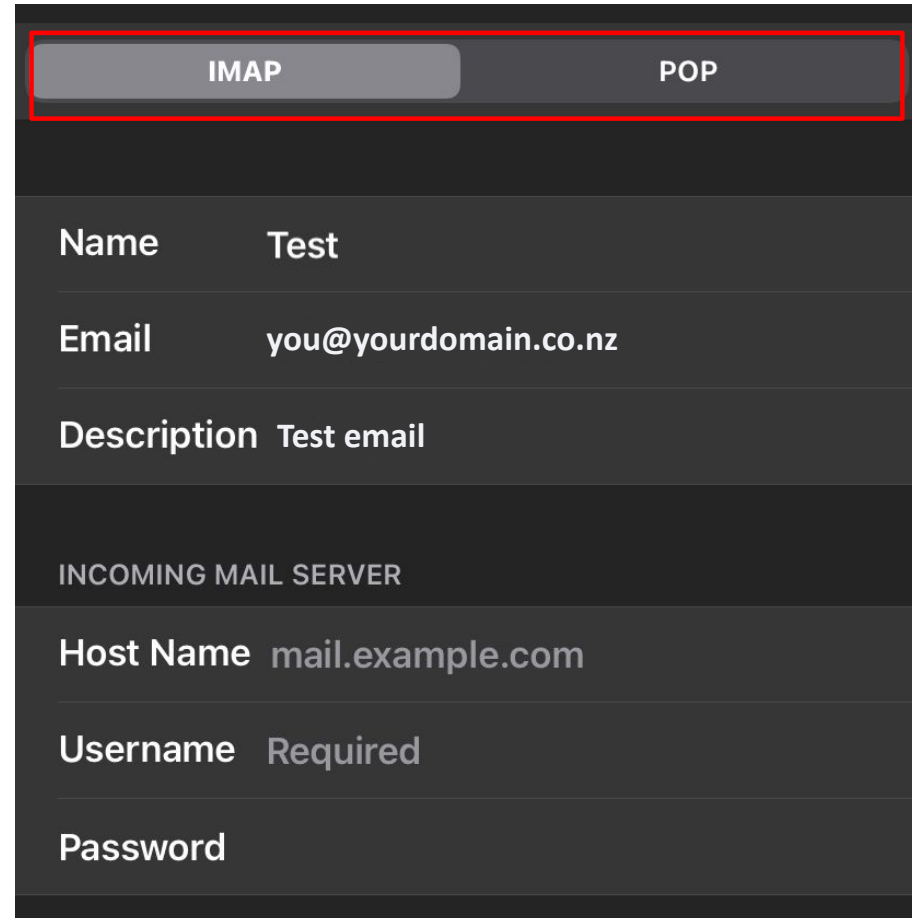
5 Enter the following **Incoming Mail Server Settings**:

For the incoming mail server settings, use the following details: set your email up as **IMAP** or **POP** by tapping on **IMAP** or **POP** at the top of your screen.

- **Host name:** This is your incoming server host name.
- **Username:** Your full email address, including what comes after the '@' symbol.
- **Password:** Your email password you entered address entered above.

*Please check the login details provided by
ActiveHost support.*

support@activehost.co.nz



The screenshot shows a settings screen for an incoming mail server. At the top, there are two tabs: 'IMAP' (selected) and 'POP'. Below the tabs, there are several fields:

Name	Test
Email	you@yourdomain.co.nz
Description	Test email
INCOMING MAIL SERVER	
Host Name	mail.example.com
Username	Required
Password	



6 Enter the following **Outgoing Mail Server Settings**:

- **Host Name:** This is your outgoing server host name.
- **Username:** Your full email address, including what comes after the '@' symbol.
- **Password:** Your password for the email address entered above.

*Please check the login details provided by
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support@activehost.co.nz

Cancel **New Account** **Next**

OUTGOING MAIL SERVER

Host Name outgoing server host name

Username you@yourdomain.co.nz

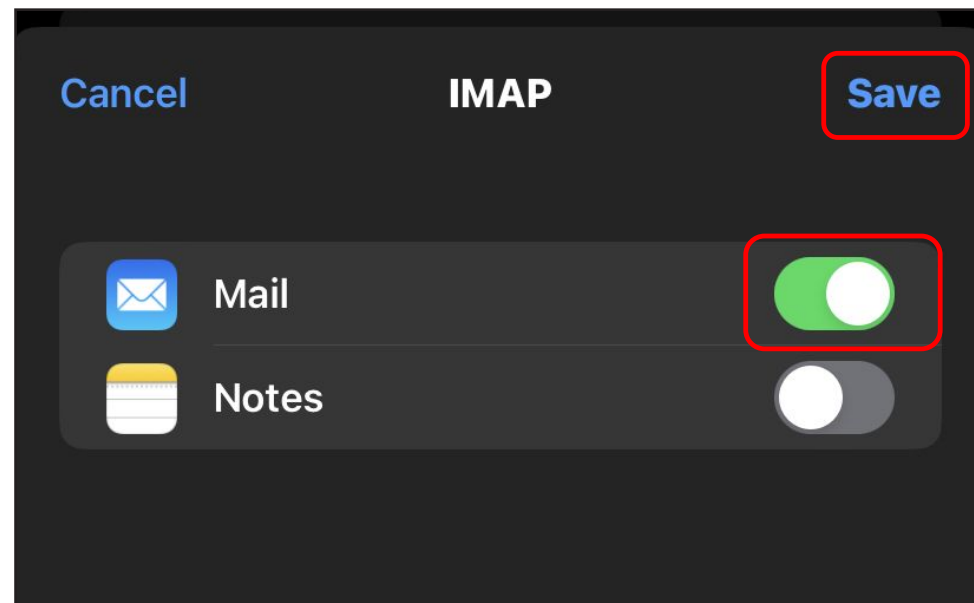
Password



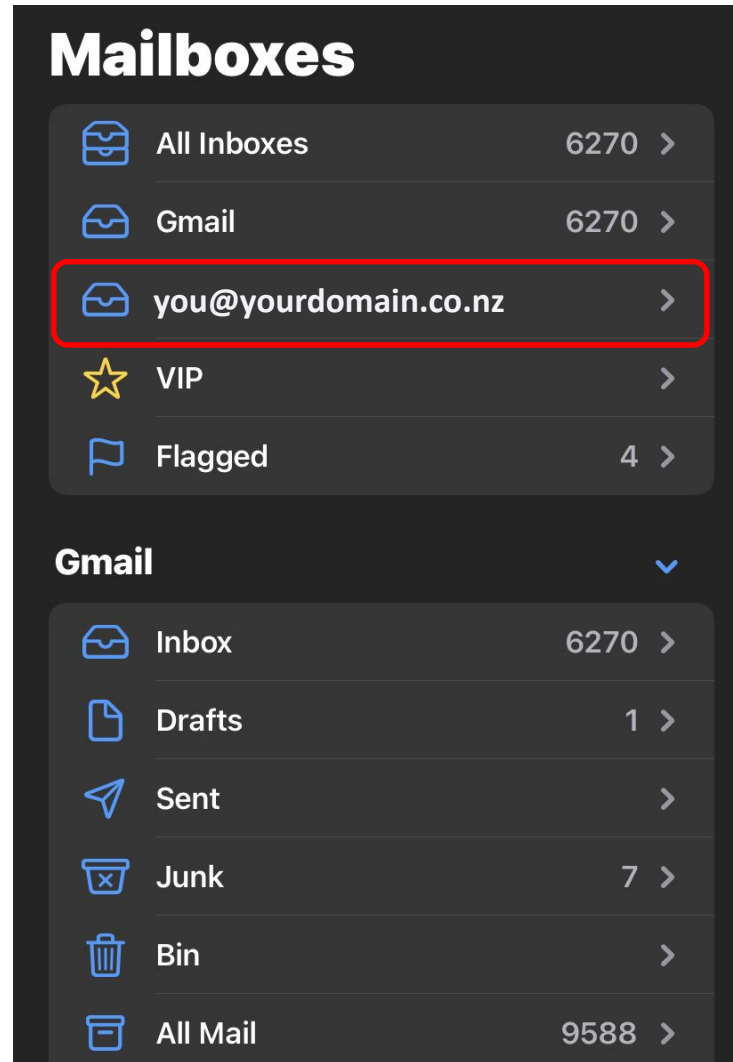
7

Once verified your screen will look like this.

Make sure the mail app is switched on. Notes are optional and up to you.



- 8 Then exist the settings app and go into the apple mail app. Your new email account should be there in the list. Click on your email account and you'll be taken to its inbox.



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