Mac Mail

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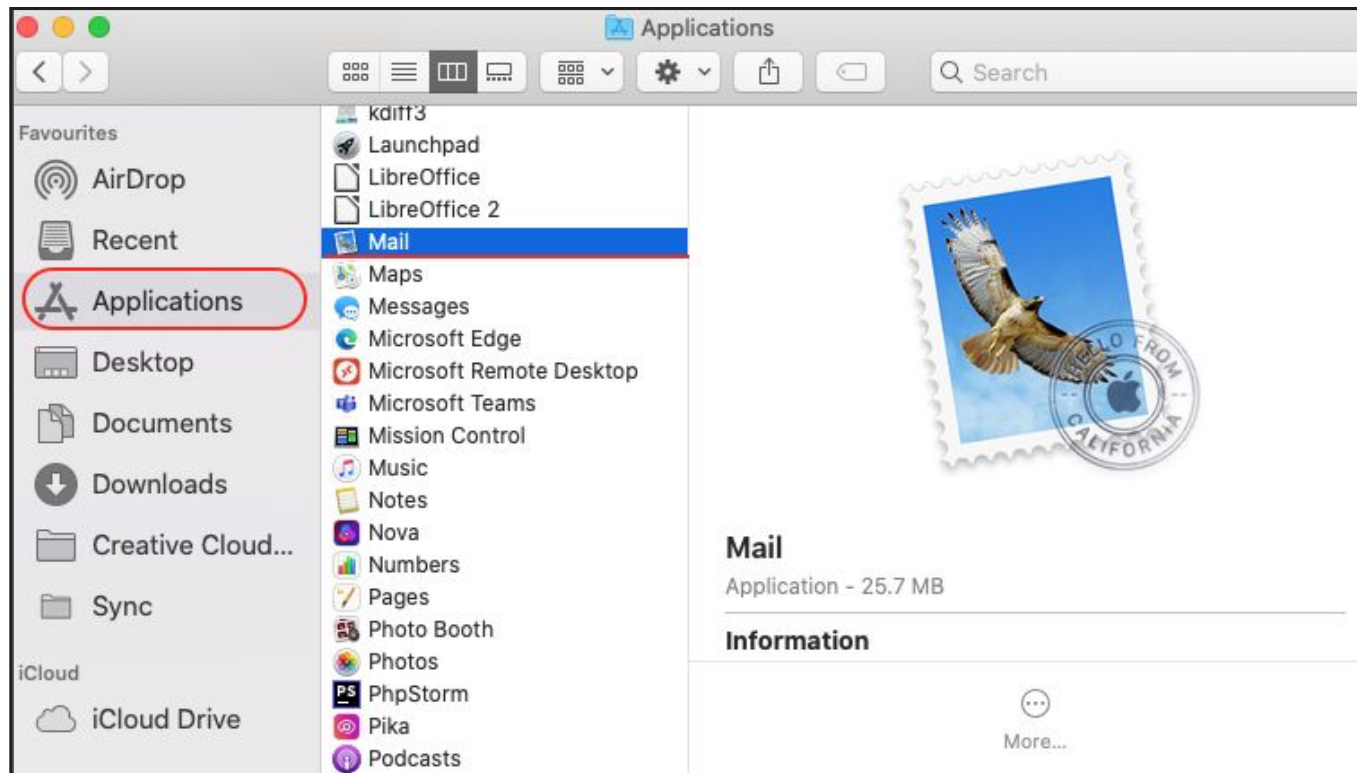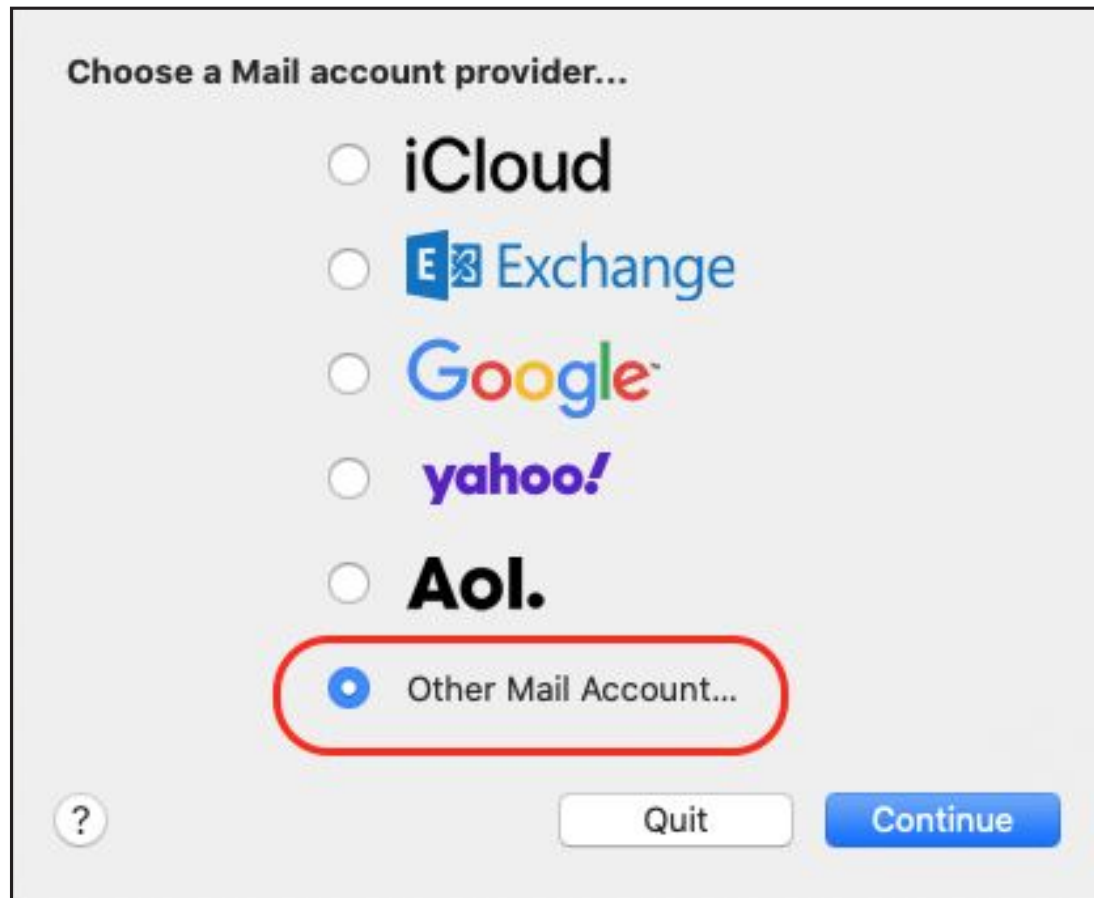
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KEYWORDS AND PHRASES

- **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.

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1 Locate the **Mail** application on your Mac. You can search for it in **Finder**.
Click the Finder application, which looks like a blue square with a smiley face on it.
In the **Applications** folder, scroll down and find Mail. Click on it to open the Mail application.

2 If you are not prompted with the **'Choose Mail Account Provider'** screen, proceed to **Step 3.** Select **'Other'** from the Mail Account Provider list and click **'Continue.'**
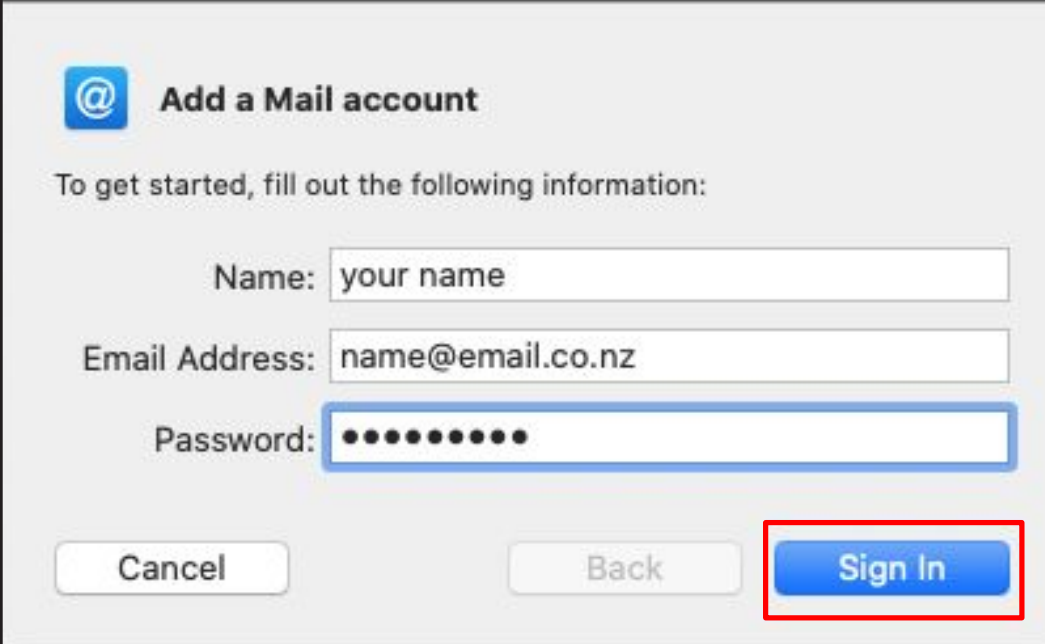
3 Enter your full email address and password.

Your email login details can be sent to your personal email or provided by ActiveHost support over the phone.

Then click **'Sign In.'**

@ Add a Mail account

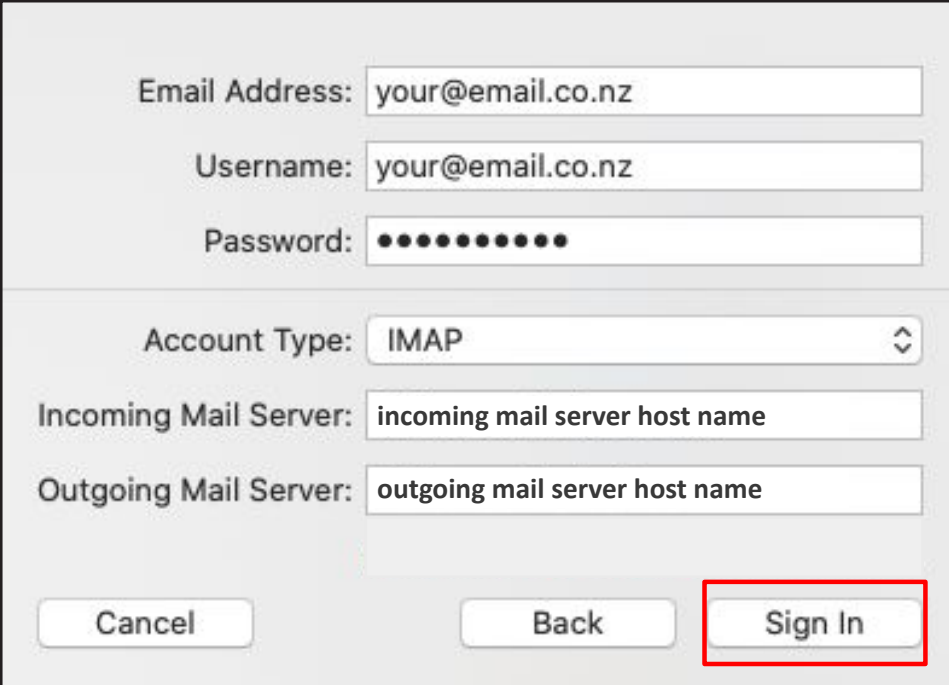To get started, fill out the following information:

Name: your name

Email Address: name@email.co.nz

Password: ●●●●●●●●

Cancel   Back   Sign In

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4 Enter the server details as directed:

- **Email Address:** Enter your full email address, including what comes after the '**@**' symbol**.**

- **Username:** Enter your full email address again.

- **Password:** Enter the password sent to you with your login details for your email.

- **Account Type:** Choose **IMAP** or **POP** depending on your preference.

- **Incoming Mail Server:** This is your incoming server host name.

- **Outgoing Mail Server:** This is your outgoing server host name.

Email Address: your@email.co.nz
Username: your@email.co.nz
Password: ••••••••••

Account Type: IMAP
Incoming Mail Server: incoming mail server host name
Outgoing Mail Server: outgoing mail server host name

Cancel   Back   Sign In
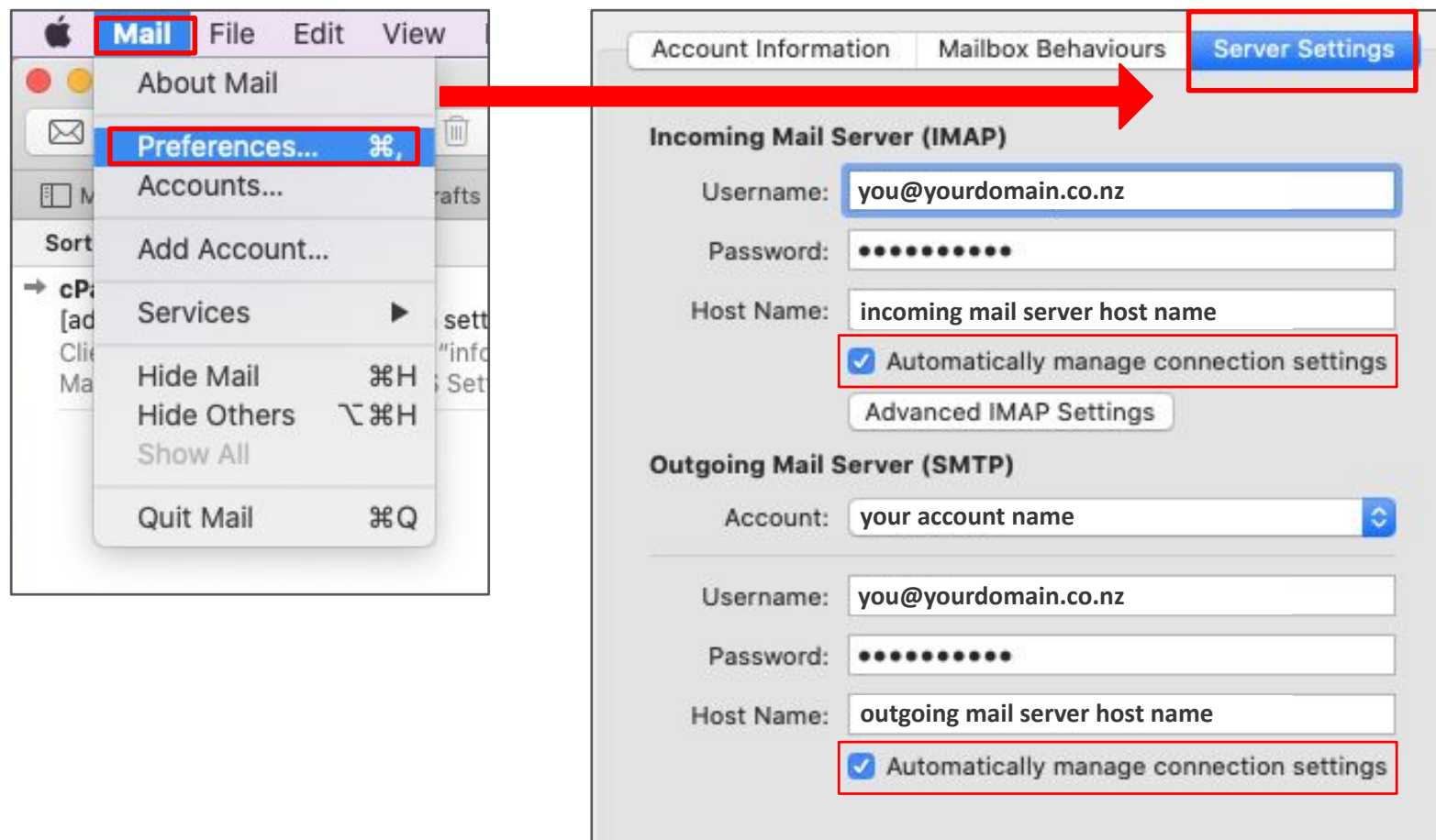
Please check your login details provided by ActiveHost to ensure you enter the correct email server details.

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⑤ Once you're logged in, it's important to edit the server settings.
Go to **Mail > Preferences** at the top of your Mac's screen.

Underneath **'Incoming Mail Server (IMAP)'** settings, untick the box that says **'Automatically manage connection settings.'**
Repeat the same step for **'Outgoing Mail Server (SMTP)'** settings.

6 Refer to your PDF login details to ensure you have entered the correct details.

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