



Spark Mail - iMac

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



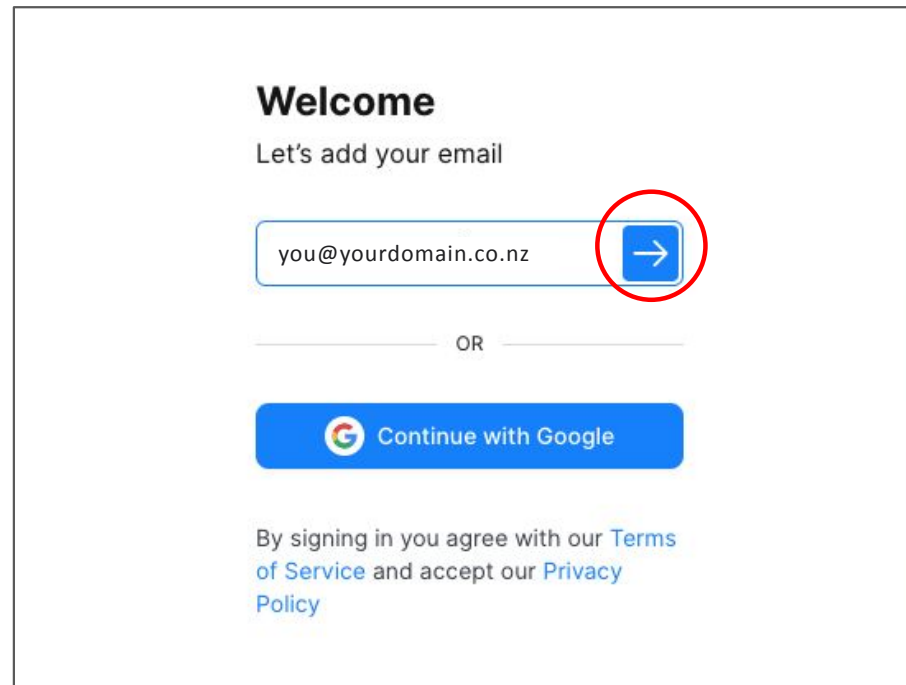
KEYWORDS AND PHRASES

- **Spark Mail program:** The Spark Mail program is a special application that helps you manage your email easily on your computer or mobile device.
- **Full email address:** Your full email address includes your username, followed by the “@” symbol and the domain name of your email provider.
- **Device:** Device refers to the electronic device you’re using, such as a computer, laptop, smartphone, or tablet.
- **@ symbol:** The “@” symbol is a character used in email addresses to separate the username from the domain name.
- **Additional settings:** offers more customization options and configuring the email settings yourself instead of using an automatic setup process.
- **Incoming Mail Server Settings:** Incoming Mail Server Settings include configurations for receiving emails, such as server name, port number and security settings.
- **User name:** User name is the unique identifier used to log in to your email account.
- **Server (incoming):** Server (incoming) is the mail server responsible for receiving your incoming emails.
- **Port:** Port is a number used for establishing a connection between your device and the email server.
- **Security (SSL):** refers to the security protocol that encrypts communication between your device and the email server.
- **Outgoing Mail Server Settings:** Outgoing Mail Server Settings include configurations for sending emails, such as server name, port number and security settings.
- **Email password:** Email password is the secret code you set up to protect access to your email account.
- **Server (outgoing):** Server (outgoing) is the mail server responsible for sending your outgoing emails.
- **Verify account:** Verifying the account involves confirming the settings and ensuring successful connection.
- **Sign in:** Signing in means logging into your email account.



- 1 Start by locating the Spark Mail program on your iMac. Open the application to begin the setup process. If you don't have an account already logged in, you will see a screen similar to the one shown above.

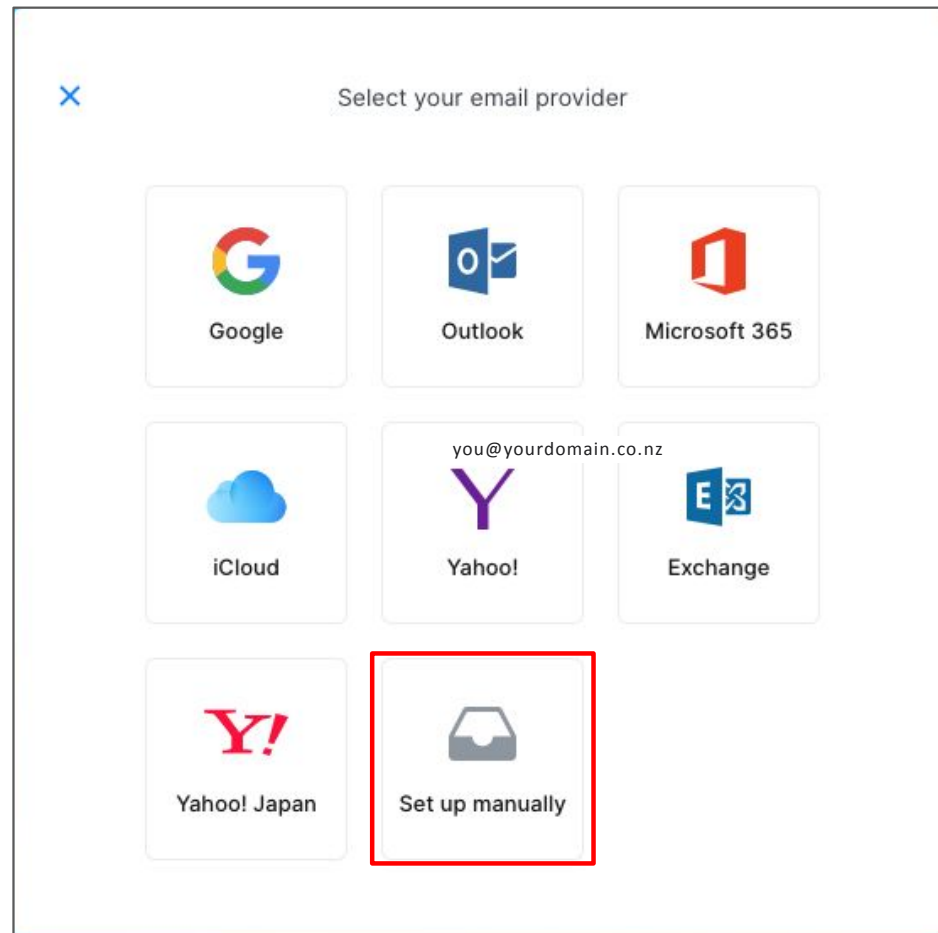
Enter your full email address, including what comes after the '@' symbol, into the provided field. Then, click on the **blue arrow** that is circled in red.



The screenshot shows a 'Welcome' screen with the text 'Let's add your email'. Below this is an input field containing the placeholder text 'you@yourdomain.co.nz'. To the right of the input field is a blue button with a white right-pointing arrow, which is circled in red. Below the input field is a horizontal line with the word 'OR' in the center. Underneath is a blue button with the Google logo and the text 'Continue with Google'. At the bottom, there is a line of text: 'By signing in you agree with our [Terms of Service](#) and accept our [Privacy Policy](#)'.



2 On the next screen, select the option **‘Set up manually’** to proceed with manual setup.



- 3 You will be directed to a page that looks like the one shown. Double-check that your email address is correctly entered in the designated field. Then, click on the **'Additional Settings'** button.

Set up manually

IMAP/SMTP Server

Name

Email Address

Email Password

Log in

Additional Settings

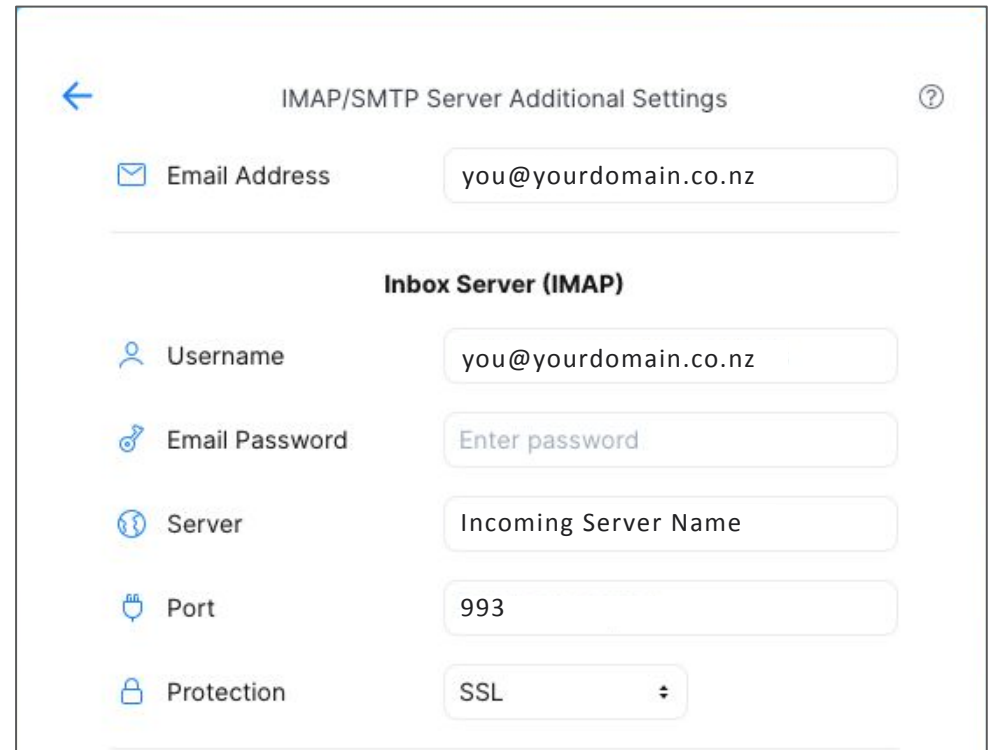


4 Enter the following **Incoming Mail Server Settings**:

- **Email Address:** Enter your full email address, including what comes after the '@' symbol.
- **User Name:** Enter your full email address, including what comes after the '@' symbol.
- **Email Password:** Enter your email account password.
- **Server (Incoming):** This refers to your incoming server host name. Please refer to the login details sent to you by our support team at ActiveHost. Enter the incoming server name as displayed in your login PDF.
- **Port:** Set the port number to **993**.
- **Security:** Choose '**SSL**' as the security protection.

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

support@activehost.co.nz



The screenshot shows a mobile-style settings page titled "IMAP/SMTP Server Additional Settings". It contains several input fields for configuring an email account. The "Email Address" field is pre-filled with "you@yourdomain.co.nz". Below this, there is a section titled "Inbox Server (IMAP)" with fields for "Username" (also pre-filled with "you@yourdomain.co.nz"), "Email Password" (with a placeholder "Enter password"), "Server" (with a placeholder "Incoming Server Name"), "Port" (pre-filled with "993"), and "Protection" (a dropdown menu currently set to "SSL").








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

- **User name:** Enter your full email address, including what comes after the '@' symbol.
- **Email Password:** Provide your email account password.
- **Server (SMTP):** This refers to your SMTP/Outgoing server host name. Please check the login details provided by our support team at ActiveHost.
- **Port:** Set the port number to **465**.
- **Security:** Choose '**SSL**' as the security protection.

Then click '**Log In.**'

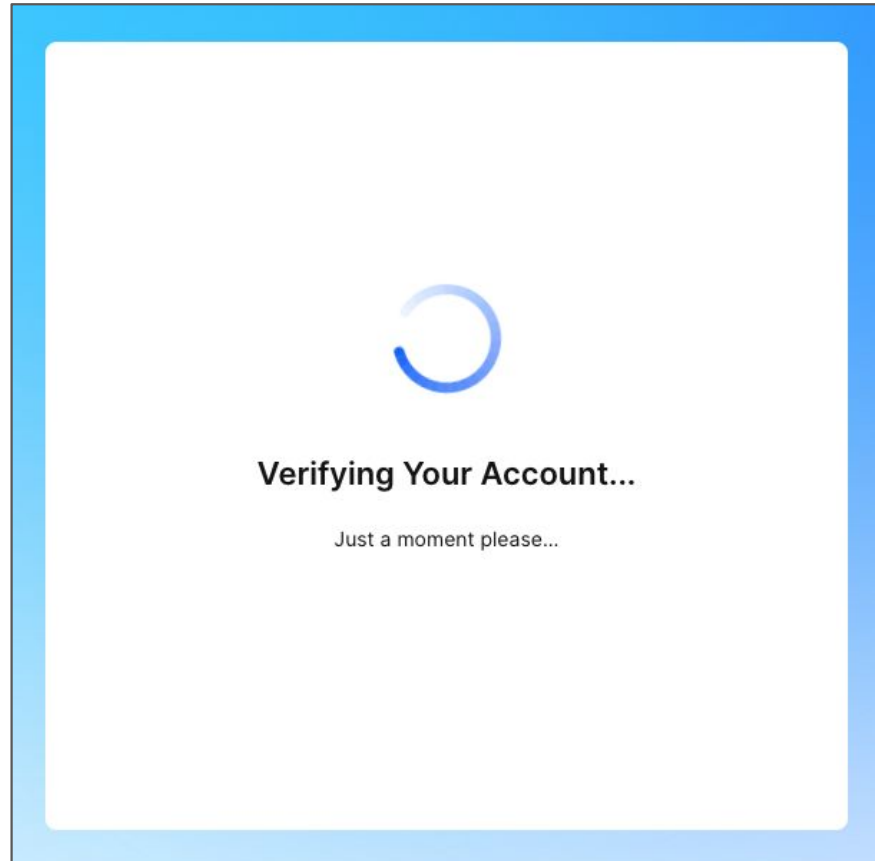
Outbox Server (SMTP)

 Username	<input type="text" value="you@yourdomain.co.nz"/>
 Email Password	<input type="password" value="....."/>
 Server	<input type="text" value="Outgoing Server Name"/>
 Port	<input type="text" value="465"/>
 Protection	<input type="text" value="SSL"/>

[Log in](#)



- 6 Spark Mail will now verify your account and add your email.



ActiveHost is the dedicated website hosting subsidiary of Activate.



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