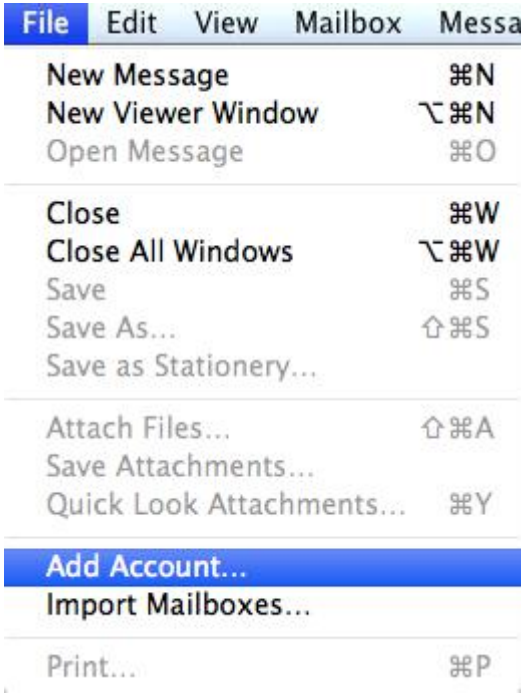
1. **Launch** Apple Mail.

2. From the toolbar at the top, select **File** and then **Add Account**.



Apple Mail Setup

3. Enter your **name** (which will appear the “From” field in your emails), **email address**and **password**, then click **Continue** *(forgotten passwords can be reset in konsoleH)*

Incoming Server Settings

4. Complete the information:

- **Account Type** can be IMAP or POP (IMAP is default)
- **Description** (optional) e.g. Hetzner
- **Incoming Mail Server** is mail.(your domain name) or IP Address
- **User Name** is your full email address
- **Password** is your mailbox password (as in previous screen)

5. Apple Mail will now **test the connection** to the specified mail server. Once this is complete, click **Continue**.

Incoming Mail Security

6. When the **Incoming Mail Security** screen appears, leave **Use Secure Socket Layer**unticked and click **Continue**.

Outgoing Server Settings

7. Enter the **outgoing mail server** and ensure that the **Use Authentication** checkbox is ticked.

8. Enter your **username** and **password** (if these fields are not automatically populated) then click **Continue**.

Incoming Mail Security

9. When the **Outgoing Mail Security** screen appears, leave **Use Secure Socket Layer**unticked and click **Continue**.

Account Summary

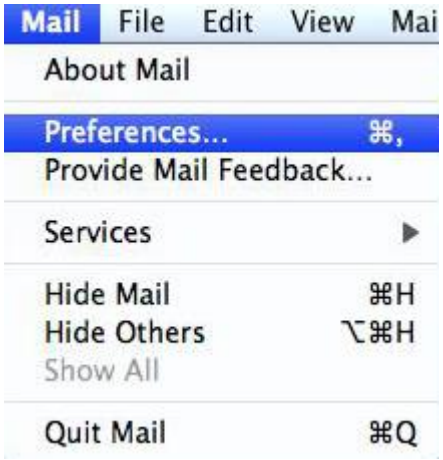
10. View the account summary and click **Create**. Ticking the **Take my account online**checkbox will ensure that your account is activated immediately.

You have completed your account setup

11. Your Mac mail program should now be set up to send and receive mail, however, to avoid issues in future, continue with these tweaks:

Select Preferences menu

12. Click on the **Mail** menu and then click **Preferences**.

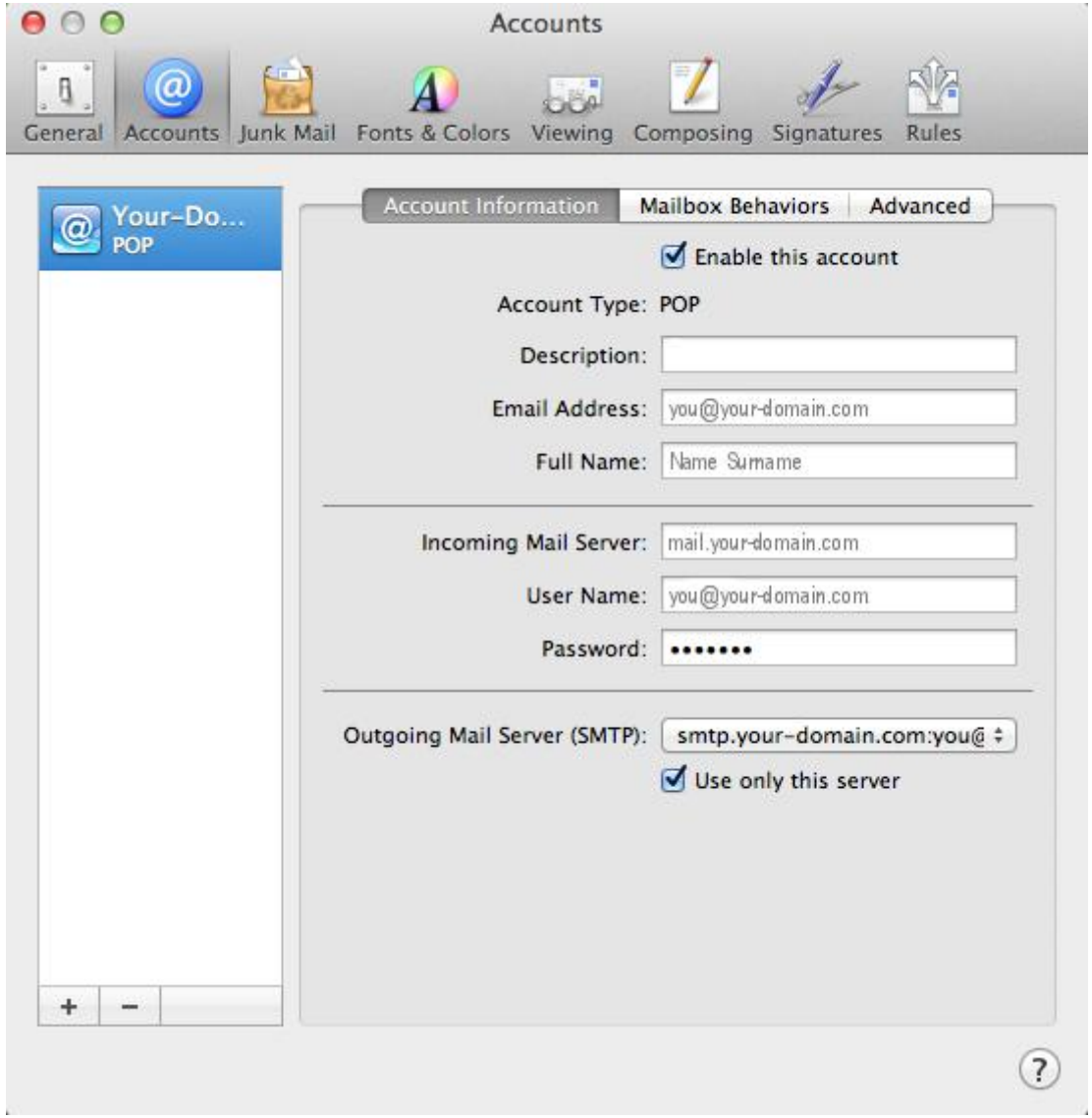


Check account settings

13. Click on the **Accounts** tab and select the relevant account.

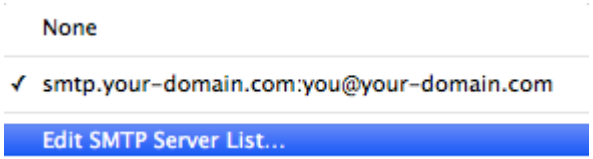
On the **Account Information** tab all settings should be correct

6. Click on the **Outgoing Mail Server (SMTP)** drop down menu.



Edit SMTP Server List

7. Select “**Edit SMTP Server List…**” from the drop down list.

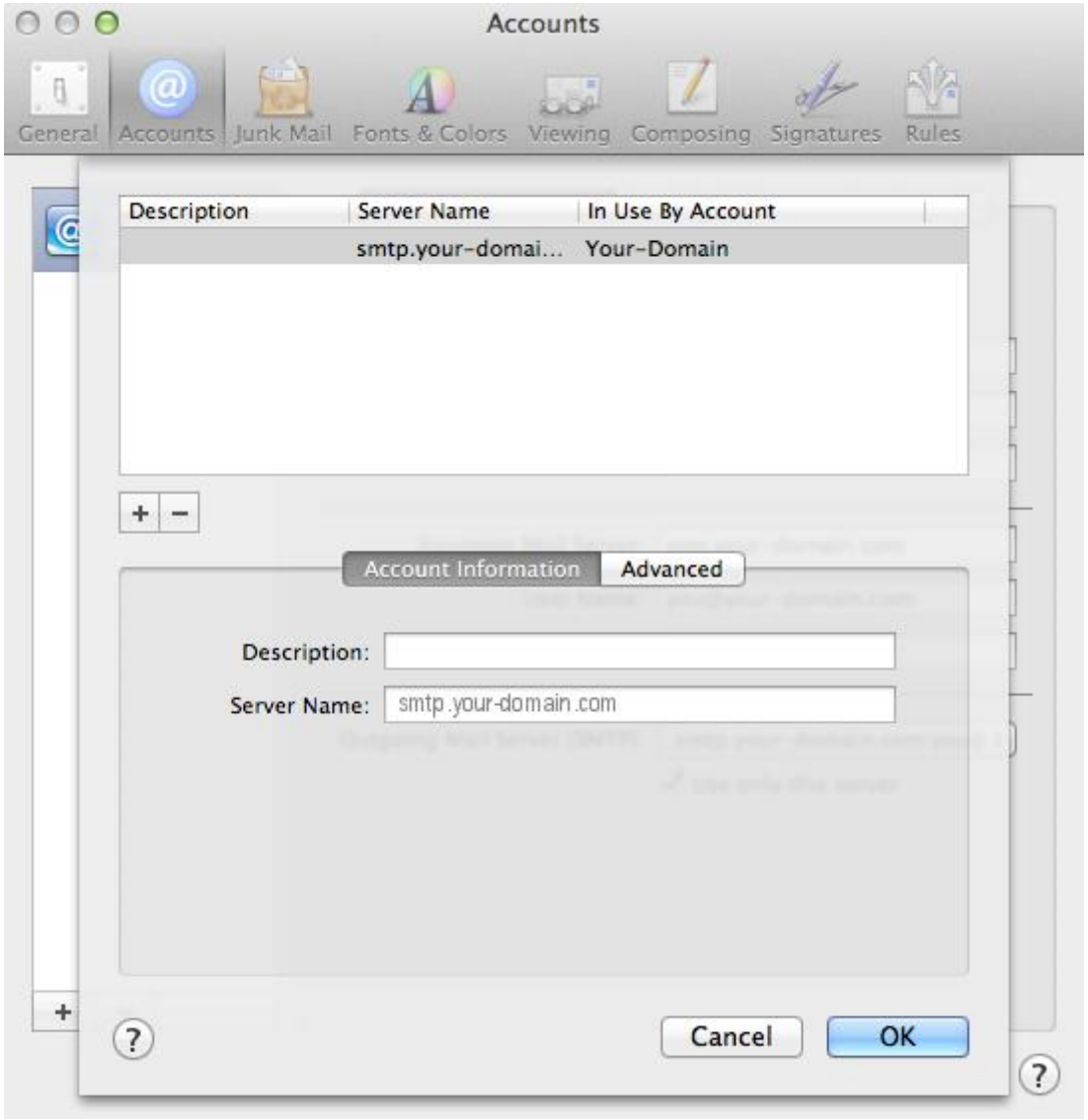


Confirm SMTP Server

8. Select your SMTP server from the list.

9. Confirm that your **Server Name** is entered correctly.

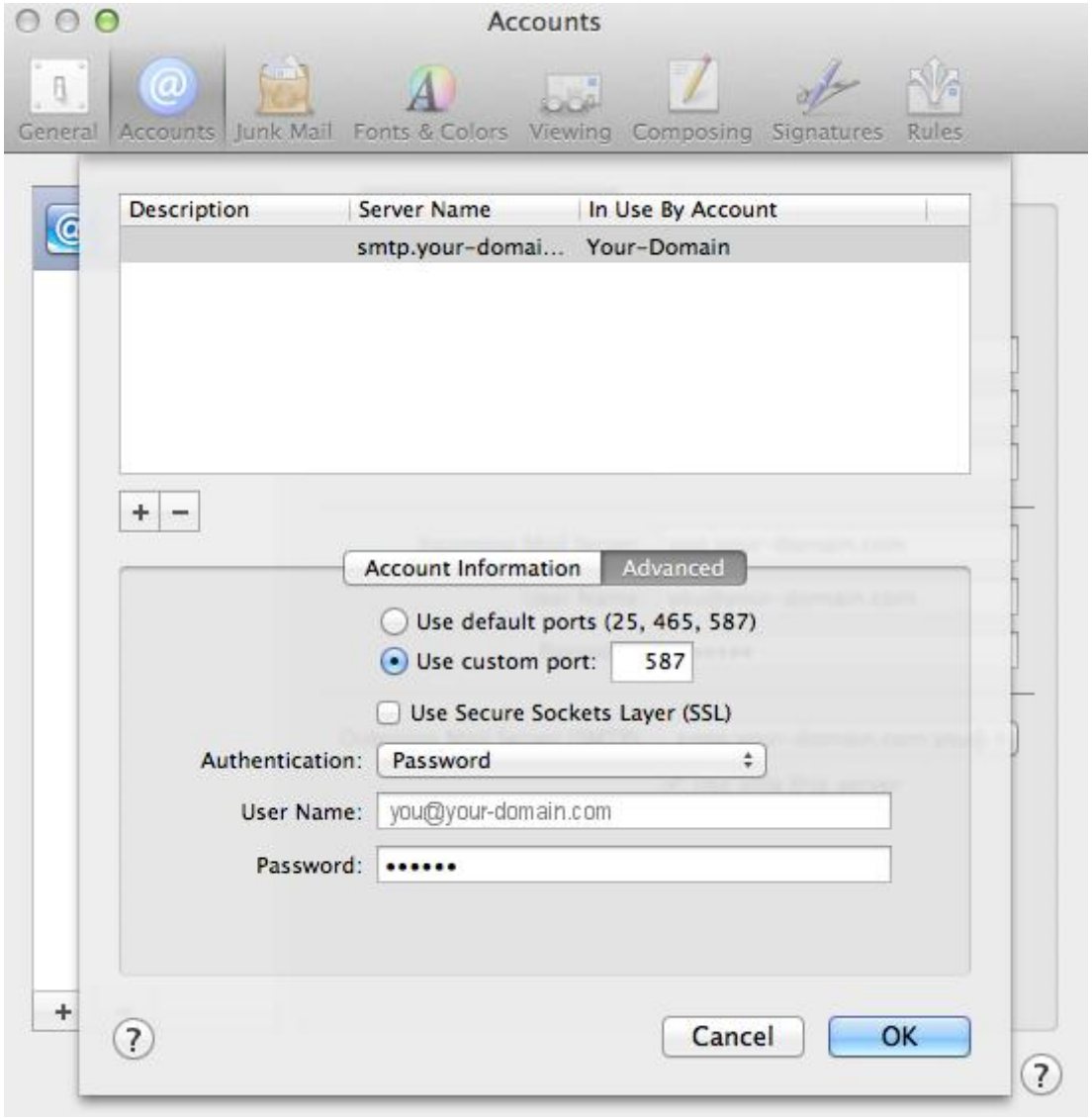
10. Select the **Advanced** tab.



Confirm Advanced SMTP Settings

11. Ensure that your settings look like the settings shown in this screenshot below.

12. Your email account should now be configured correctly.


Accounts
General
Accounts
Junk Mail
Fonts & Colors
Viewing
Composing
Signatures
Rules
Description
Server Name
In Use By Account
smtp.your-domai...
Your-Domain
Account Information
Advanced
Use default ports (25, 465, 587)
Use custom port:
587
Use Secure Sockets Layer (SSL)
Authentication:
Password
User Name:
you@your-domain.com
Password:
Cancel
OK