Mac Mail Tutorial

How to set up the Mac Mail client

OnYourMark, LLC
A Fine Family of Companies

1. **For New Install**: after starting Mailapp for the first time, the Mail client setup screen will open.

2. Fill in the fields as shown to create an email account:

Full Name: Enter a full name for the account (i.e. Joe Smith, ABC Co. Human Resources). This name will appear as the "From" name in the recipient's email client.

E-Mail Address: Enter your entire email address

Incoming Mail Server: Enter imap.yourdomain.com, replacing "yourdomain.com" with the domain of your website. For example, if your domain is "xyzinc.com," you would enter "imap.xyzinc.com."

Account Type: Set to **IMAP**

User Name: Enter your entire email address

Password: Enter the password for this email account

Outgoing Mail Server: Enter in the SMTP server for your Internet Service Provider in the Outgoing Server box. A list of some ISP's SMTP servers can be found at:
http://www.onyourmark.com/tutorials/email/index.html.
You may also contact your Internet Service Provider for your SMTP settings.

3. Click **OK** to complete email setup.

We recommend taking time to explore the features of Mail to acclimate yourself with the program.

Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.

If you have questions on this tutorial, please contact us. We are happy to help!

1. **To Add Additional Accounts**: Click on **Mail > Preferences > Accounts** to access email setup.

2. Fill in the fields as shown to create an email account:

Account Type: Set to **IMAP**

Description: Enter a general name to label the account

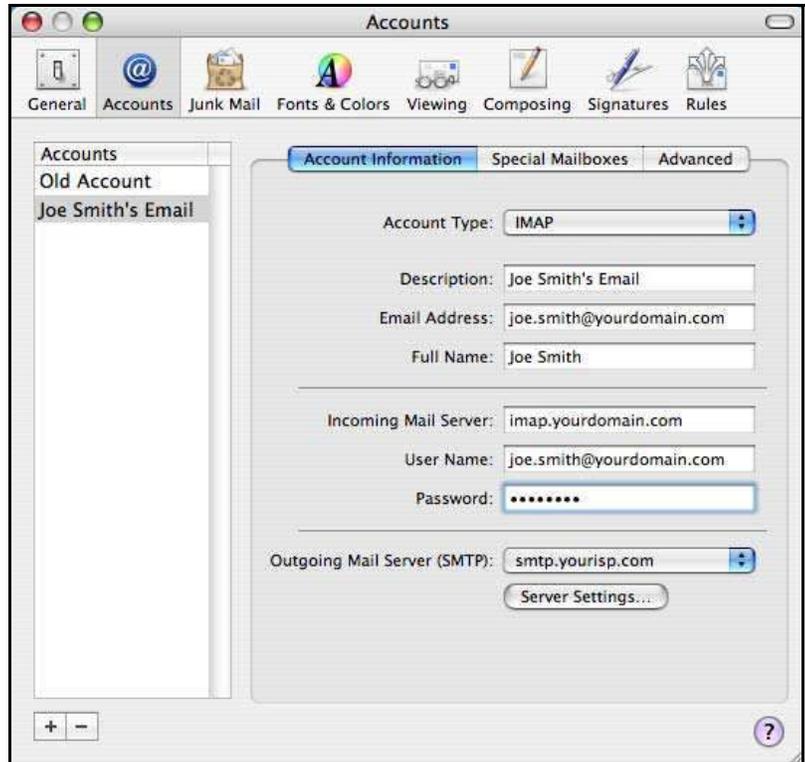**E-Mail Address**: Enter your entire email address

Full Name: Enter a full name for the account (i.e. Joe Smith, ABC Co. Human Resources). This name will appear as the "From" name in the recipient's email client.

Incoming Mail Server: Enter imap.yourdomain.com, replacing "yourdomain.com" with the domain of your website. For example, if your domain is "xyzinc. com," you would enter "imap.xyzinc.com."

User Name: Enter your entire email address

Password: Enter the password for this email account

Outgoing Mail Server: Select the SMTP server for your email account. This will have been added to Mail at the time of initial install.

3. Mail will save these settings automatically and download messages from the account. Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.

If you have questions on this tutorial, please contact us. We are happy to help!