

EMAIL CONFIGURATION GUIDE

For

Mail on Mac OS

A. Mail (Version 7.3) Step 1: Click on the Mail



icon to start the Mail application.







Next, a new window will appear as shown below.

Step 2: From the mail account list, choose [Add Other Mail Account...] by clicking on the radio button next to it and then, click **Continue** to proceed to add a mail account.



Step 3 : On [Add a Mail Account] panel, enter the name of the user, email address and password in the textboxes and then, click on the **Create** button.

0 0 0	Inbox	R _M
		2
Get Mail New Message Delete Junk Reply	Reply All Forward Flag	Search
▶ Show		
	Add a Mail Account To get started, provide the following information: Full Name: Tester mail Address: tester@xysoft.sg Password: Cancel Create No Message	e Selected



Step 4 : On the next panel, you might see a message [Account must be manually configured].

000	Inbox	12 ⁷⁰
		(Q)
Get Mail New Message Delete Junk	Reply Reply All Forward Flag	Search
▶ Show		
Sort by Date *	Add a Mail Account To get started, provide the following informati Full Name: Tester Email Address: tester@xysoft.sg Password: Account must be manually configured Cancel Next No Mess	on:
Click on the Next b	utton below the message to pr	oceed with the

configuration.



Step 5: To configure the Incoming Mail Server, choose the [Account Type] by clicking on either [POP] or [IMAP]. Next, enter "mail.[Domain Name]" in the textbox for [Mail Server] and the email address in the textbox for [User Name]. Lastly, enter the password for the email address.

0 0 0	Inbox	R _M
		Q
Get Mail New Message Delete Junk	Reply Reply All Forward Flag	Search
E Show		
Sort by Date *	Incoming Mail Server Info	
	Account Type: IMAP POP Mail Server: mail.xysoft.sg User Name: tester@xysoft.sg	
	Password: •••••••	
	No Mess	age Selected
Click on the Next bu	itton to proceed to the next step	Э.



Step 6: A [Verify Certificate] message will pop up to warn on the identity of the mail server. Please do not be alarmed. Click on the **Connect** button to proceed.





Step 7: To configure the [Outgoing Mail Server], enter "mail.[domain name]" in the textbox for [SMTP Server] and the email address in the textbox for [User Name]. Lastly, enter the password for the email address.





Step 8 : To complete the Mail client setup, go to the Mail menu. Choose and click on the submenu [Preferences] as illustrated below.





Next, you will see the account settings on the [Account Information] panel.

⊖ ⊙ ⊖	Accounts	
General Accounts Junk Ma	il Fonts & Colors Viewing Co	mposing Signatures Rules
ester@x POP	Account Information M Account Type: Description: Email Address: Full Name: Incoming Mail Server: User Name:	lailbox Behaviors Advanced Image: Advanced <td< td=""></td<>
	Password:	•••••
	Outgoing Mail Server (SMTP):	mail.xysoft.sg:tester@xysoft.s ‡ ✓ Use only this server
+ -		?



Step 9: To edit the SMTP Server settings, click on the up down a arrow keys located at the right end of the textbox for [Outgoing Mail Server]. Next, click on [Edit SMTP Server List...].

● ○ ●	Accounts	
General Accounts Junk Mai	Fonts & Colors Viewing Composing Signatures Rules	
General Accounts Junk Mai	Fonts & Colors Viewing Composing Signatures Rules Account Information Mailbox Behaviors Advanced Image: Second S	
+ -		?



000 Accounts 8 lunk Mail Fonts & Colors Viewing Composing Signatures Rules In Use By Account Description Server Name 0 mail.xysoft.sg tester@xysoft.sg + -Account Information Advanced Description: Server Name: mail.xysoft.sg TLS Certificate: None ÷ + ? Cancel OK ?

Next, you will see a panel showing the server settings.

Step 10 : Click on the Advanced tab to go to the next panel.



Step 11: To configure the port number for outgoing (SMTP) server, choose and check the radio button next to [Use default ports (25, 465, 587)]. Next, click on the up down ‡ arrow keys located at the right end of the textbox for [Authentication] and then choose [Password]. Enter the same username and password (your email and password) that was used for incoming server.

00)	Accounts
ि ि ieneral	Omega Image: Comparison of the second s	Fonts & Colors Viewing Composing Signatures Rules
0	Description S n	Server Name In Use By Account mail.xysoft.sg tester@xysoft.sg
	+ -	Account Information Advanced
		Use default ports (25, 465, 587) Use custom port: Use Secure Sockets Layer (SSL)
	Authentication: User Name:	Password ‡ tester@xysoft.sg
	rassword:	
+	?	Cancel OK ?
nen th	e configuration is do	one, click OK to save the new settings.



Step 12 : To check / edit the settings for incoming server port, click on the
Advanced tab. Change the [Port] number to <u>995</u> for <u>POP</u> setting, and
<u>993</u> for <u>IMAP</u> settings, if it is otherwise. Next, click on the up down * arrow keys located at the right end of the textbox for [Authentication] and then choose [Password].

00	Accounts
General Accounts Junk Mail	Fonts & Colors Viewing Composing Signatures
tester@x POP	Account Information Mailbox Behaviors Advanced ✓ Include when automatically checking for new messages ○ Remove copy from server after retrieving a message: When moved from Inbox ‡ Prompt me to skip messages over KB Check with your system administrator before changing any of the advanced options below: Port: 110 ✓ Use SSL Authentication: Password ‡
	?



KEY INFORMATION

Your_Domain

[Enter domain name]

User Information

Your Name : < Your Preference > Email address : < Email Address >

Server Information

Incoming Mail (POP):	mail.[Domain name]
Outgoing Mail (SMTP):	mail.[Domain name]

Logon Information

User Name :	< Email Address >
Default Password :	< will be sent via approved means>

POP3/POP settings

- Incoming mail server: mail.[Domain name]
- Incoming port number: 995
- Use SSL: ☑
- Outgoing mail server: mail.[Domain name]
- Outgoing port number: 465
- Use Secure Sockets Layer: ☑

IMAP settings

- Incoming mail server: mail.[Domain name]
- Incoming port number: 995 (with SSL)
- Use SSL: ☑
- Outgoing mail server: mail.[Domain name]
- Outgoing port number: 465
- Use Secure Sockets Layer: ☑

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