

# How to set up email on Mac OS (with SSL)

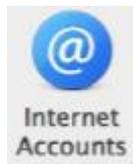
Document by Dylan

Date: 8/2/2018

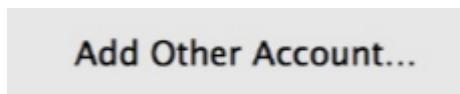
1. Click on the apple logo on the top left and select System Preferences.



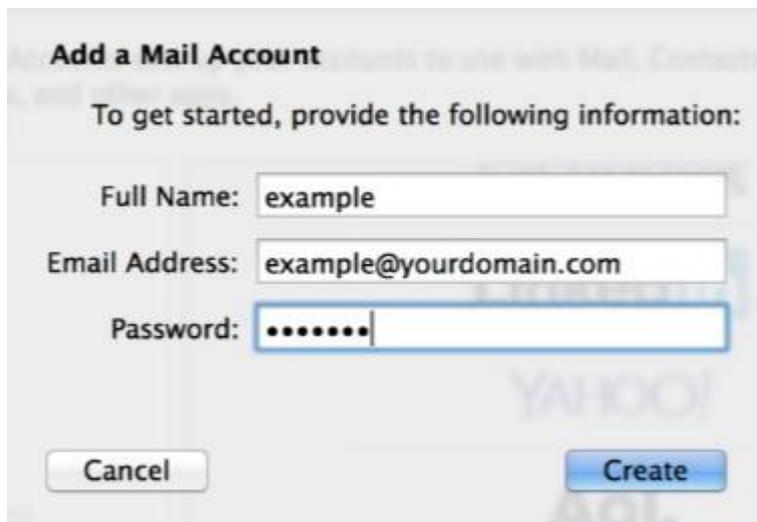
2. Once you click on it, click on Internet Accounts.



3. Scroll down until Add Other Accounts. Then select Add Mail Account and click create.



4. Fill in all the required field, then click create. After that, it will show a message "Account must be manually configured" click next.

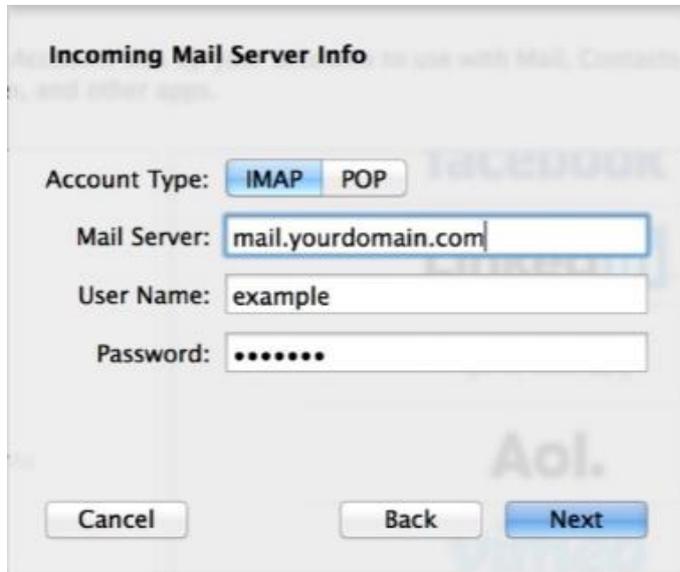
A screenshot of the 'Add a Mail Account' dialog box. The title is 'Add a Mail Account'. Below the title, it says 'To get started, provide the following information:'. There are three input fields: 'Full Name:' with the text 'example', 'Email Address:' with the text 'example@yourdomain.com', and 'Password:' with a masked password '.....'. At the bottom, there are two buttons: 'Cancel' and 'Create'.

Full name: Your Own Name

Email Address: [example@yourdomain.com.sg](mailto:example@yourdomain.com.sg) (Your own email address)

Password: Your Email password.

5. Then you need to select IMAP, also fill in all the required fields for Incoming Mail server info. Click next



The screenshot shows a dialog box titled "Incoming Mail Server Info". It has a title bar with a close button. Below the title, there is a subtitle: "to use with Mail, Contacts, and other apps". The main content area contains four fields: "Account Type:" with two radio buttons, "IMAP" (selected) and "POP"; "Mail Server:" with a text box containing "mail.yourdomain.com"; "User Name:" with a text box containing "example"; and "Password:" with a text box containing seven dots. At the bottom, there are three buttons: "Cancel", "Back", and "Next" (highlighted in blue).

Mail server: mail.yourdomain.com.sg (Your own domain for the mail server)

Username: example.yourdomain.com.sg (Your own email address)

Password: Your email password

**\*Note that the email address shown in the picture is just a dummy account, please do not follow the account, use your own email account.**

Same goes for Outgoing Mail server info. After done entering all the details, click Create.

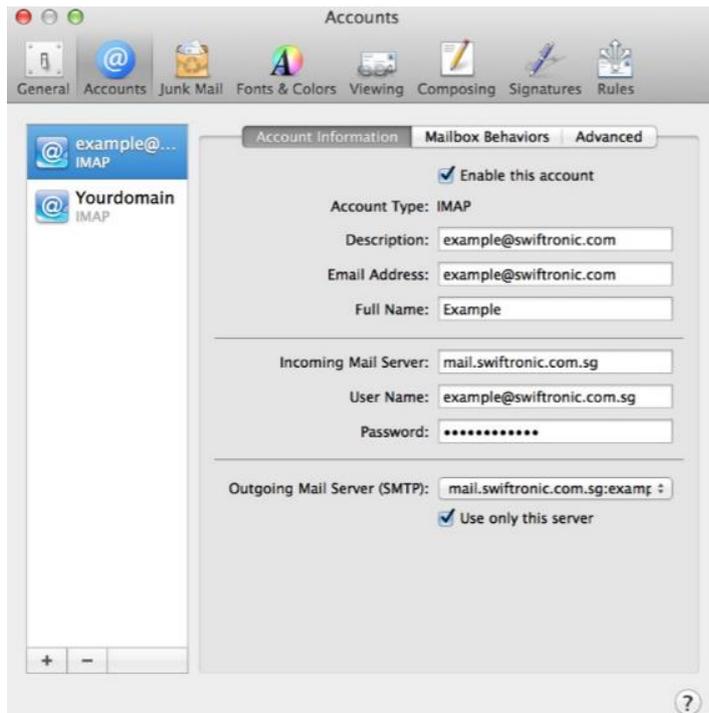
6. After you click create, it will show your email account. Then you close it.



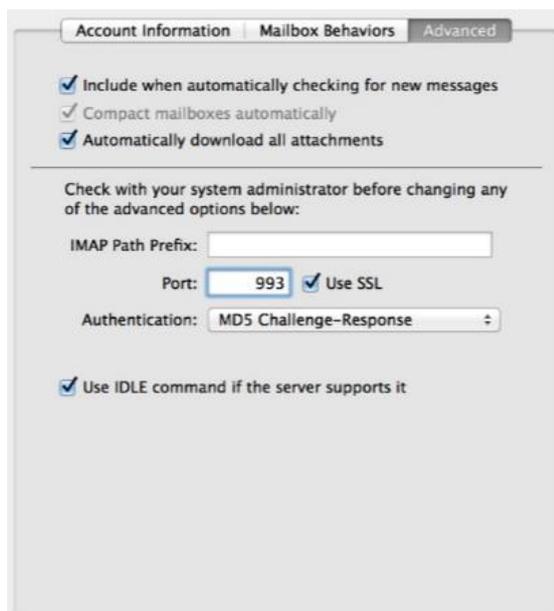
7. After closing it go to the bottom menu click on the Mail logo. It will display an email application. Then drag your mouse to the top left. There will be a **“MAIL”** click on it and select Preference.



8. After clicking preference. Click the Account next to General. Then select the email you just created and it will show 3 bar which is Account information, Mailbox Behaviour, and Advanced.



#### 9. Click Advanced

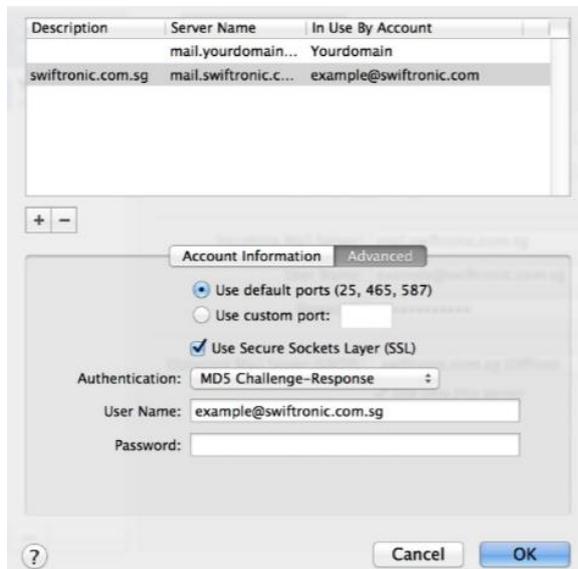


Tick the “Use SSL” and change the port number to 993.

10. Go back to the Account information and go to the bottom there will be an Outgoing Mail Server(SMTP) click on the bar there will be an option for you to choose. Choose Edit SMTP server list for you to change the Outgoing server.



11. Choose the Description that you want to edit the Outgoing server, below click on Advanced.



For the Port choose Default. Tick the “Use Secure Sockets Layer(SSL)”. Enter your Username and Password. Then click OK.

12. After you have done. It will bring you back to Account information then you can just click either one on top of the Icon (General, Junk Mail and etc...) it will display a message which let you save. Click save and you are done and ready to use your email.

