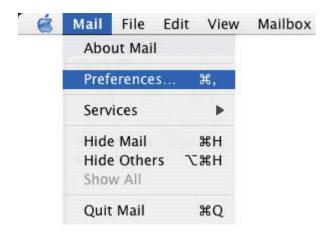


Email account setup in MacMail (SMTP/IMAP/POP3)

This tutorial shows you how to set up Apple Mail to work with your mxa.w3i.email email account. Before proceeding with the Apple Mail setup, you need to make sure that you have created a mailbox.

In order to set up your Apple Mail, follow the steps below:

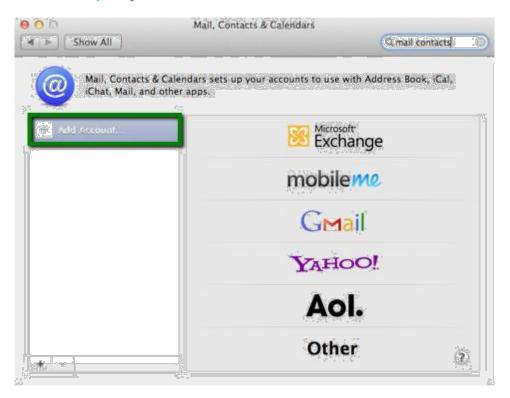
1. From the **Mail** menu, select **Preferences**:



2. Go to the **Accounts** tab, and then click on **+** at the bottom of the Accounts box:







3.In the Add Account window, enter your name, full email address and password for. Once done, click on **Continue**:







4.In the Incoming Mail Server screen, select POP or IMAP from the Account Type list and enter your details as follows:







Description: the name of your account

Incoming mail server (POP or IMAP): mxa.w3i.email

User Name: full email address

Password: password for your email account

Click **Continue** to proceed.

5. Checkmark Use Secure Sockets Layer (SSL) option and set







6. In the Outgoing Mail Server screen, enter your details as follows:

Description: the name of this mail server

Outgoing mail server: mxa.w3i.email (same as incoming)

Use only this server: should be checked

Use Authentication: should be checked

User Name: full email address

Password: password for your email account

Click **Continue** once filled:







7. You will see **Account Summary** with all your details. Check **Take Account Online** box and click **Create**:



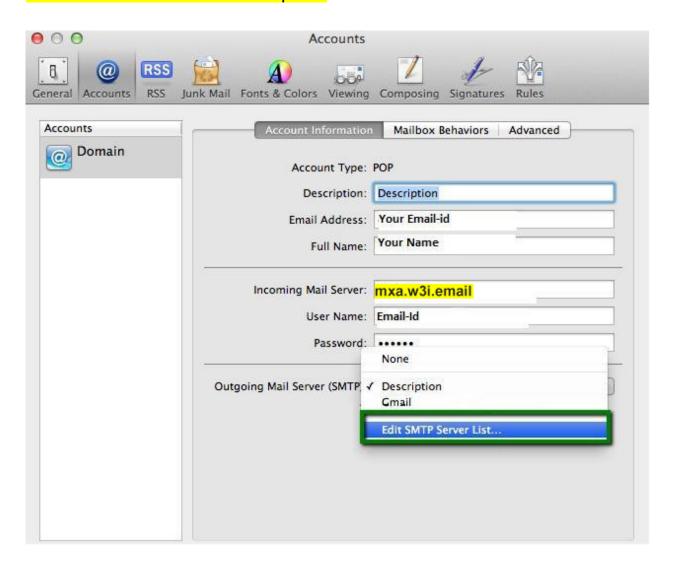




8. When you create and send your first email, a message saying Change prefix to INBOX appears. Set to Don't change.

Once your account has been created, you will be able to choose additional settings for IMAP or POP3 incoming/outgoing server

9. For outgoing server (SMTP), click on your account under Accounts.
In Account Information find Outgoing Mail Server (SMTP) field and then select Edit SMTP server list option:



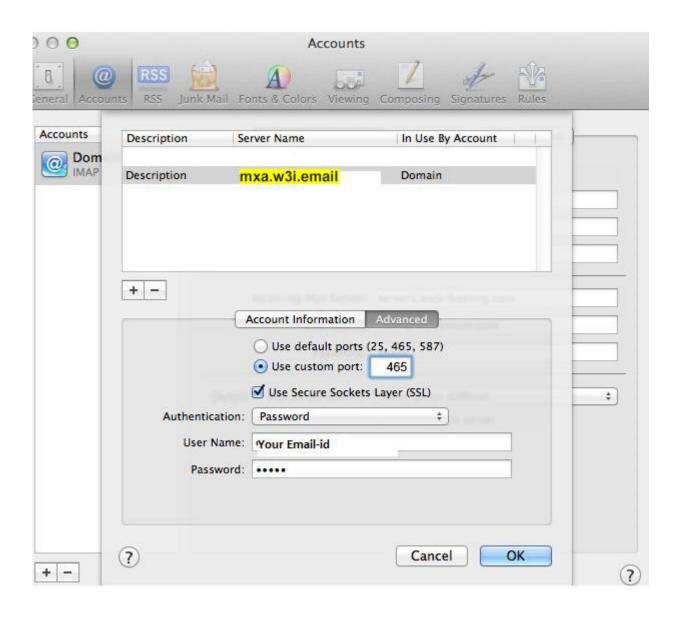




10. Here you can set the server and specify the port:

Outgoing server (SMTP): port 465 with SSL

Use Secure Sockets Layer (SSL): should be checked







11. For incoming server (IMAP/POP) click on your account under **Accounts** and go to **Advanced** tab.

For **IMAP** use the following settings:

Port: port 993 with SSL, or 143 without SSL

Use SSL: select it when applicable

Authentication: set to Password

For **POP3** protocol use the following settings:

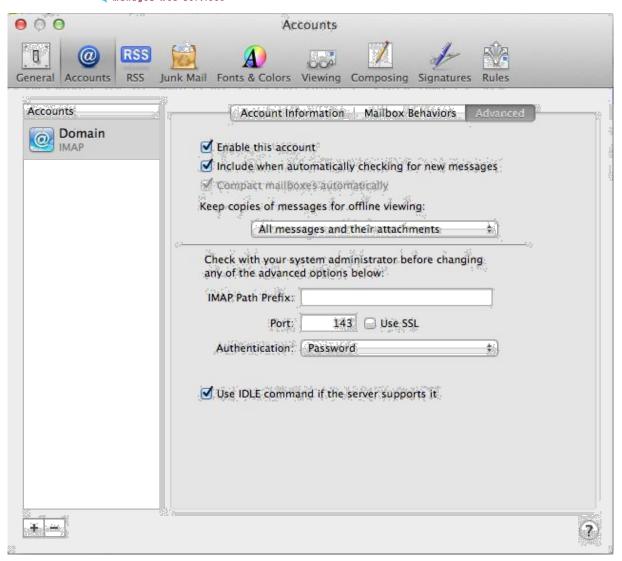
Port: port 995 with SSL, or 110 without SSL

Use SSL: select it when applicable

Authentication: set to Password







That's it!



