## Apple Mail

- 1. Open Mail
- 2. Click "Mail" and select "Preferences"



Fig. 3-1: Opening Apple Mail Preferences

3. Click "Accounts" and then "+" to add an account



Fig. 3-2: Adding an Account

4. Fill in the information for "Account Information"

\*Incoming and outgoing mail servers should both be "mail.(your e-mail's domain)"

ex: an e-mail of "example@d-pcomm.net" would have a mail server of "mail.d-pcomm.net" an e-mail of "example@cass.net" would have a mail server of "mail.cass.net" an e-mail of "example@tc3net.com" would have a mail server of "mail.tc3net.com"

\*User Name should be your full e-mail address

\*In Outgoing Mail Server, click **"Use Authentication"** and enter your User Name and Password again



Fig. 3-3 to 3-6: Apply Server Credentials

5. Click "Server Settings..."



Fig. 3-7: Accessing Server Settings

6. Verify the outgoing mail server is still correct

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Fig. 3-8: Changing Outgoing Server Port

- 8. Make sure that "Use Secure Sockets Layer (SSL)" is disabled
- 9. Authentication should be set to "**Password**" and the User Name (your full e-mail address) and password are filled in
- 10. Click "OK"

7.

11. Click the "Advanced" tab and make sure that SSL is disabled on the incoming server, as well



Fig. 3-9: Verifying Incoming Server Settings

- 12. Close the Accounts window
- 13. Compose and send a self-addressed e-mail to verify that Incoming and Outgoing Servers are working properly.