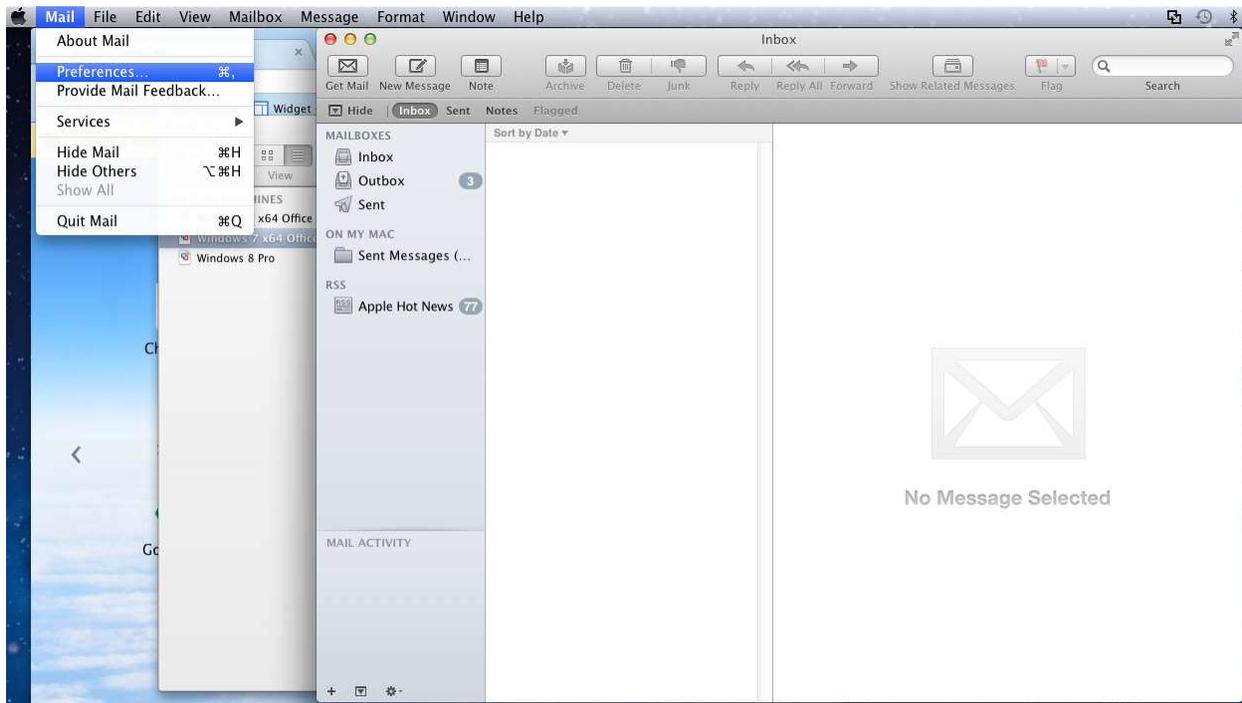Apple Mac Mail

Open the Preferences Screen:

- Open **MAC Mail**
- Next to the Apple icon on the bar, click on the **Mail** drop-down menu, then click on **Preferences**.
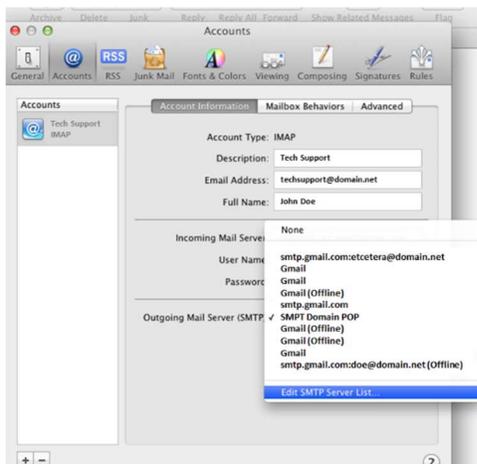

Verify / Update Account Settings:

- Select the **Accounts** tab
  - o If there is more than one email profile setup, be sure to choose the correct profile from the left column.
- Verify the **Incoming Username** is correct and is the full email address, ex. example@hamiltoncom.net
- Verify the **Incoming Mail Server** is **mail.hamiltoncom.net**

  - o *If the Incoming Mail Server is grayed out*, go to the **Advanced** button and uncheck the box to "*Automatically detect and maintain account settings*". Click to the **General** tab and save your changes. Then return to the **Accounts** tab. You should be able to go back into these settings and edit them now.
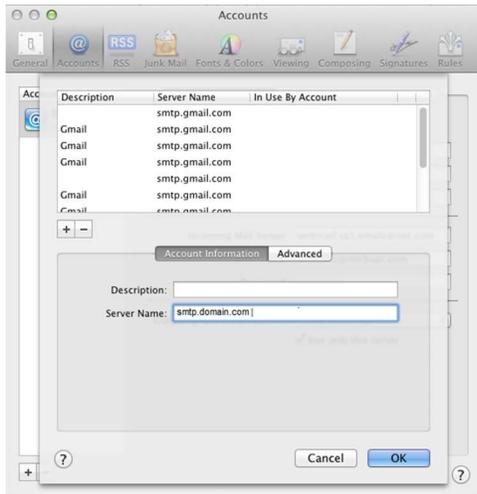
Verify / Update the Outgoing Mail Server (SMTP) Settings:

- Click on the drop-down menu for **Outgoing Mail Server (SMTP)**
- Click on **Edit SMTP Server List**

- Update the **Server Name** to **mail.hamiltoncom.net**

Advanced SMTP Settings:

- Click on the **Advanced** button and verify / change settings. To make any changes to this window, **uncheck** the box to Automatically Detect and Maintain Account Settings.
  - Verify/Check Use SSL box.
  - Verify Port is **587**
  - Verify User Name is set as email address.
  - Enter password if not already filled in.
  - Click OK