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
  - 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
  - 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.

• • • TT (0) (4)	Accounts	7 1 80
General Accounts Junk M	ail Fonts & Colors Viewing Co	mposing Signatures Rules
Tech Support	Account Information	ailbox Behaviors Advanced
	Enable this account	
	Account Type:	Google IMAP
	Description:	Work, Personal
	Email Address:	janedoe@example.com
	Full Name:	Your Name
	Incoming Mail Server:	mail.example.com
	User Name:	janedoe
	Password:	
	Outgoing Mail Server (SMTP):	Gmail ‡
		Use only this server
+ -		
	For support, visit Google	?

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 <u>mail.hamiltoncom.net</u>



## **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

