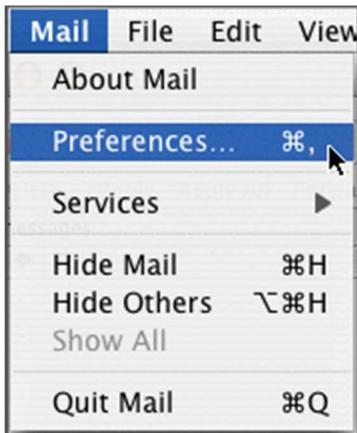


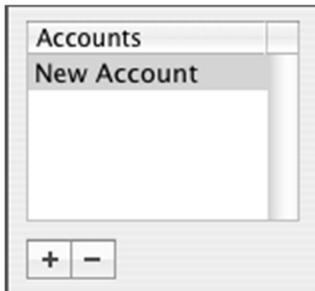
# New Apple Mac Mail setup

## How to add an Email Account to Mac Mail

1. In Mac Mail, go to the Mail menu and click on Preferences.



2. Click the Accounts icon in the Mail Preferences window.
3. Click + to create a new account.



4. Select IMAP or POP from the drop down menu. IMAP is recommended.
5. Enter your email information:

### User Information:

**Your Name:** This is the name that will be displayed when sending your email

**Email Address:** The email address people will reply to when receiving email from you

- 6.

### Logon Information:

**User Name:** With Hamiltoncom email accounts this is your email address name example: [example@hamiltoncom.net](mailto:example@hamiltoncom.net) or [example@futura.net](mailto:example@futura.net)

**Password:** Assigned by your email provider

7. Go to the *Advanced* tab.
8. Make sure the *Use SSL* checkbox is selected. Clicking it will automatically change the port used to connect to the mail server. If using POP the port should change to 995, if using IMAP the port should change to 993.
9. Click OK

The screenshot shows a dialog box with three tabs: 'Account Information', 'Special Mailboxes', and 'Advanced'. The 'Advanced' tab is active. The fields are as follows:

- Account Type: POP
- Description: Description
- Email Address: email@domainname.xyz
- Full Name: Full Name
- Incoming Mail Server: mail.domainname.xyz
- User Name: email@domainname.xyz
- Password: ••••••••
- Outgoing Mail Server (SMTP): mail.domainname.xyz:ema

A 'Server Settings...' button is located at the bottom of the dialog.

10. Set **Account Type** to either POP or IMAP
11. From the Outgoing Mail Server dropdown select Add Server.
12. Enter the Outgoing Mail server information.

**Server Information:**

**Incoming Server (POP3):** mail.hamiltoncom.net or  
**(IMAP)** mail.futura.net

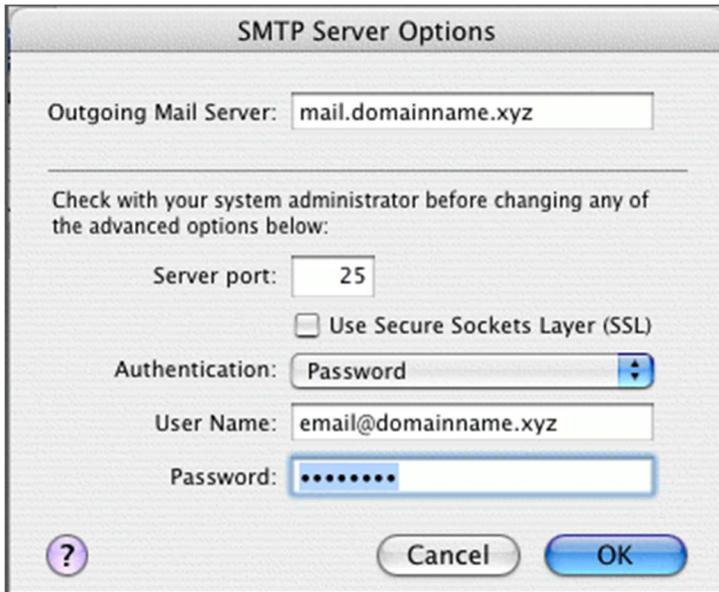
**Outgoing Server (SMTP):** mail.hamiltoncom.net or  
mail.futura.net

13. Click **Use Secure Sockets Layer (SSL)**
14. Make sure port is set to 587

15. Enter full email address for **User Name**

16. Enter **Password**

17. Click **OK**



The image shows a dialog box titled "SMTP Server Options". It contains the following fields and controls:

- Outgoing Mail Server:** A text field containing "mail.domainname.xyz".
- Advanced Options:** A section header with the text "Check with your system administrator before changing any of the advanced options below:".
- Server port:** A text field containing "25".
- Use Secure Sockets Layer (SSL):** An unchecked checkbox.
- Authentication:** A dropdown menu currently set to "Password".
- User Name:** A text field containing "email@domainname.xyz".
- Password:** A text field containing seven dots, indicating a masked password.
- Buttons:** A "Cancel" button and an "OK" button (highlighted in blue).
- Help:** A question mark icon in a circle in the bottom left corner.