

## Mail setup in Mac Mail

### Setting up a new email account

Go to **Mail - Preferences – Accounts** to set up a new email account in Mail  
Click the plus sign (+) to add an account

**Add Account** screen

Enter your full name: ex Mail Setup

Enter the email address: mailsetup@whitedoggreenfrog.com

Enter password: \*\*\*\*\*

**Accounts**

General Accounts RSS Junk Mail Fonts & Colors Viewing Composing Signatures Rules

**Add Account**

You'll be guided through the necessary steps to set up an additional mail account.

To get started, fill out the following information:

Full Name:

Email Address:

Password:

? Cancel Go Back Continue

Click Continue

You are taken to **Incoming Mail Server** screen:

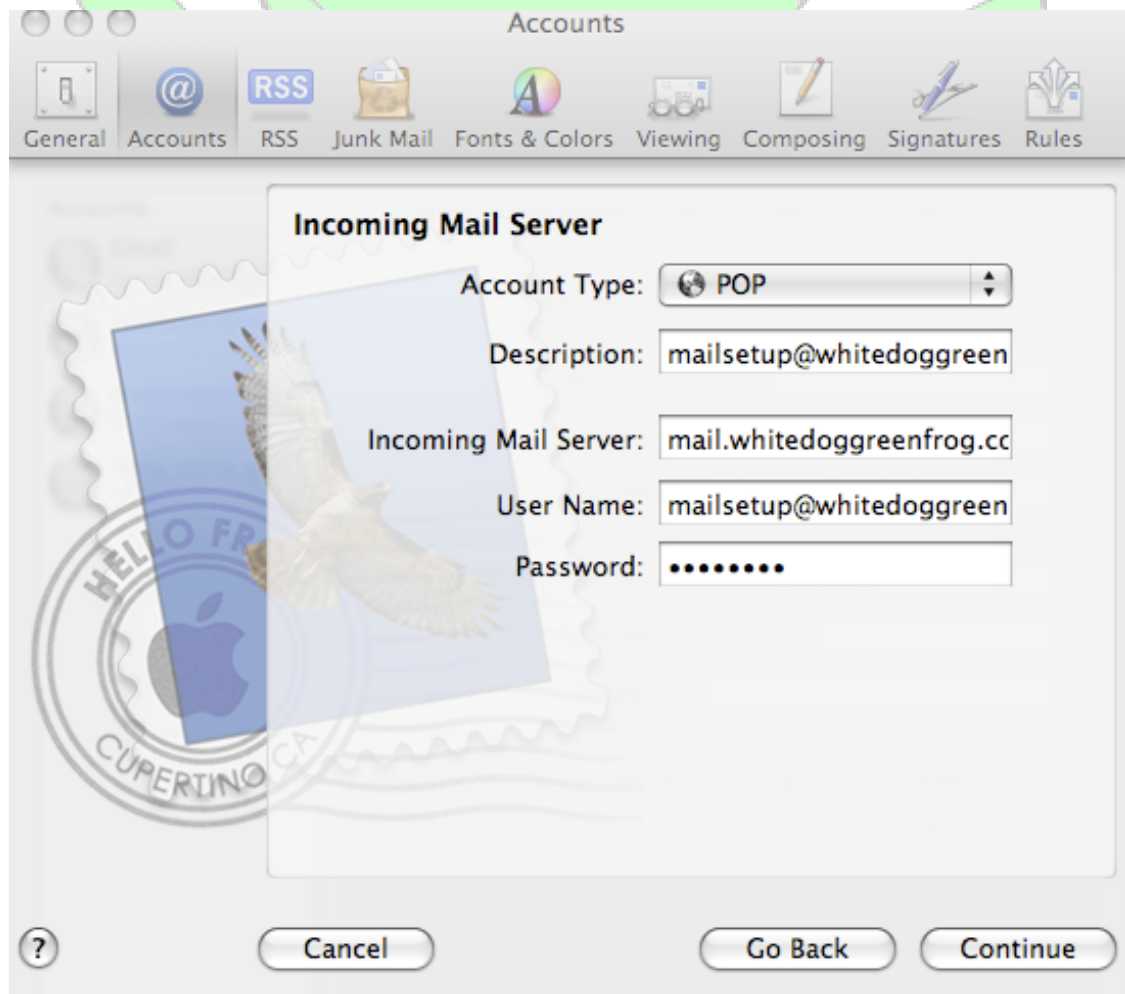
Account Type: POP

Description: enter your email address (ex: mailsetup@whitedoggreenfrog.com)

Incoming Mail Server: mail.yourdomainname.com (ex: mail.whitedoggreenfrog.com)

Username: enter your full email address (ex: mailsetup@whitedoggreenfrog.com)

Password: re-enter your password



**Incoming Mail Server**

Account Type:

Description:

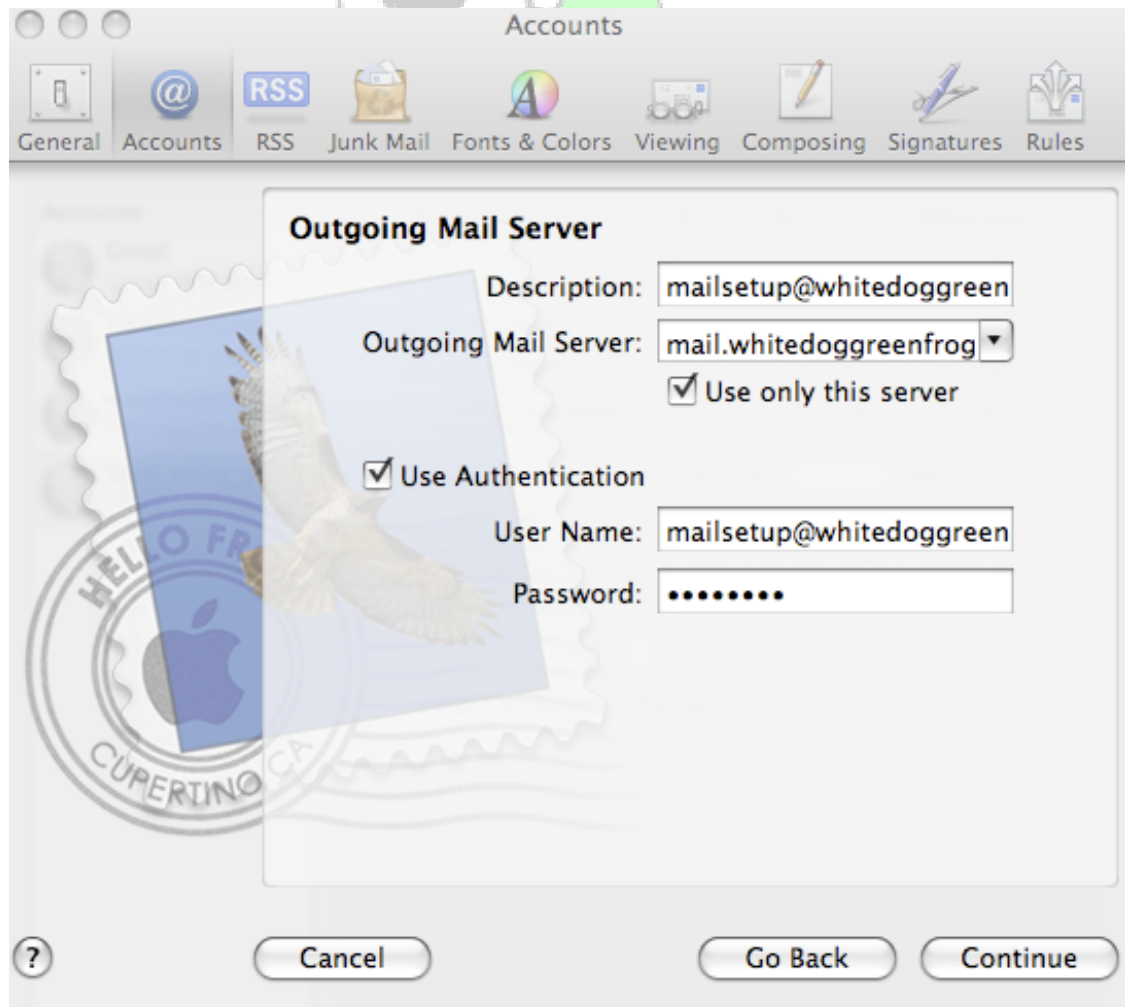
Incoming Mail Server:

User Name:

Password:

Click Continue

*Outgoing Mail Server* screen



**Outgoing Mail Server**

Description: mailsetup@whitedoggreen

Outgoing Mail Server: mail.whitedoggreenfrog ▾

☒ Use only this server

☒ Use Authentication

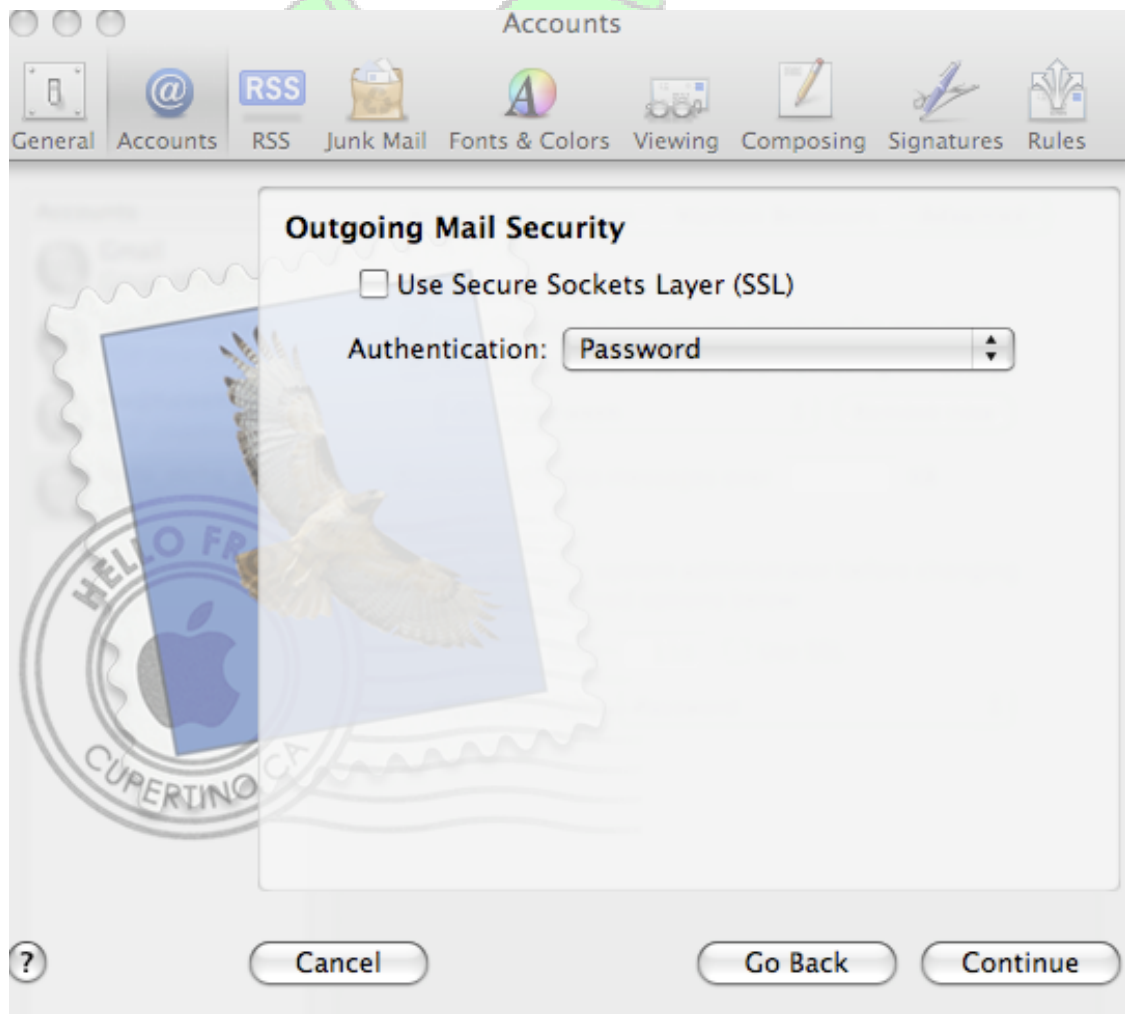
User Name: mailsetup@whitedoggreen

Password: ••••••••

Buttons: ? Cancel Go Back Continue

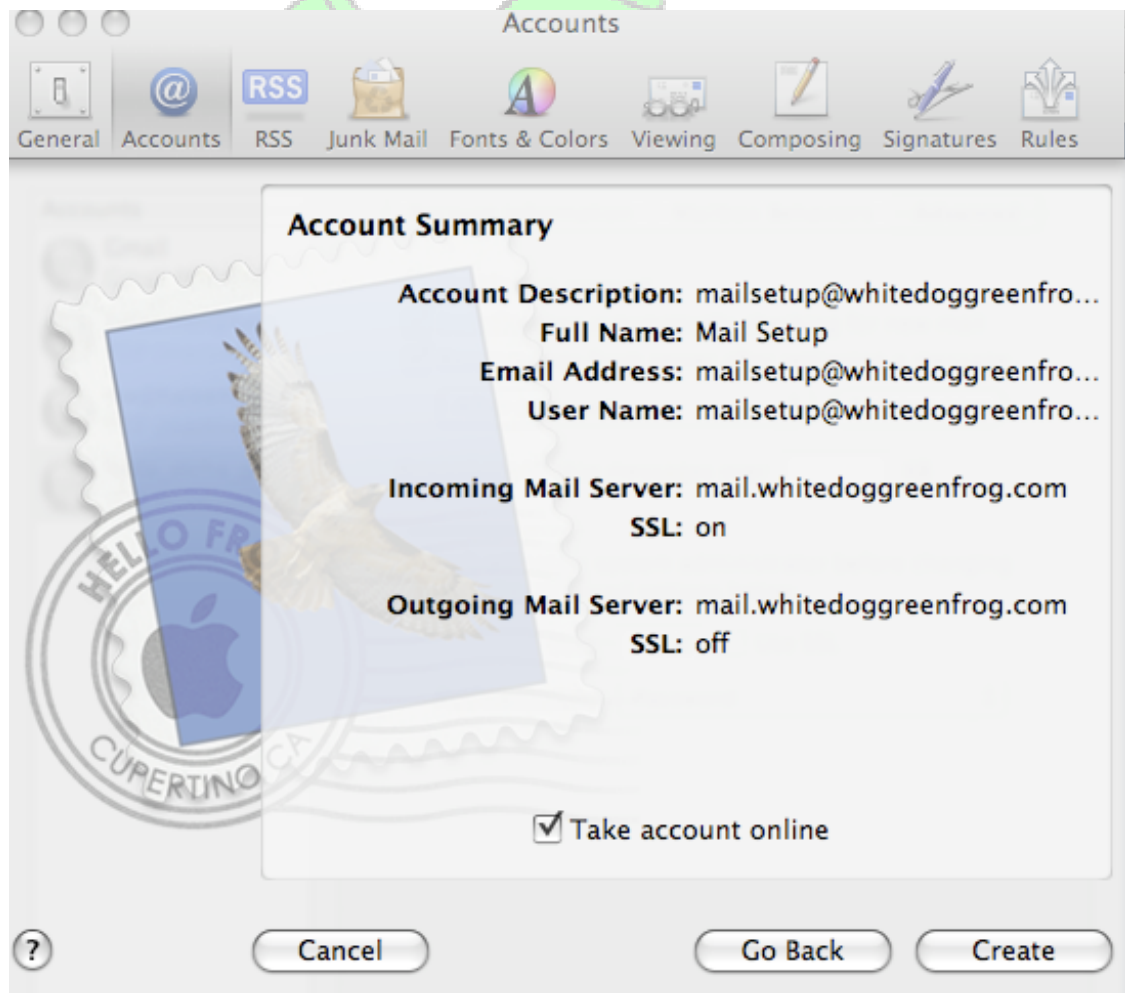
Description: mailsetup@whitedoggreenfrog.com  
Outgoing Mail Server: mailsetup@whitedoggreenfrog.com  
Tick Use only this server  
Tick Use Authentication  
Username: full email address (mailsetup@whitedoggreenfrog.com )  
Password: ••••••••

*Outgoing Mail Security* screen



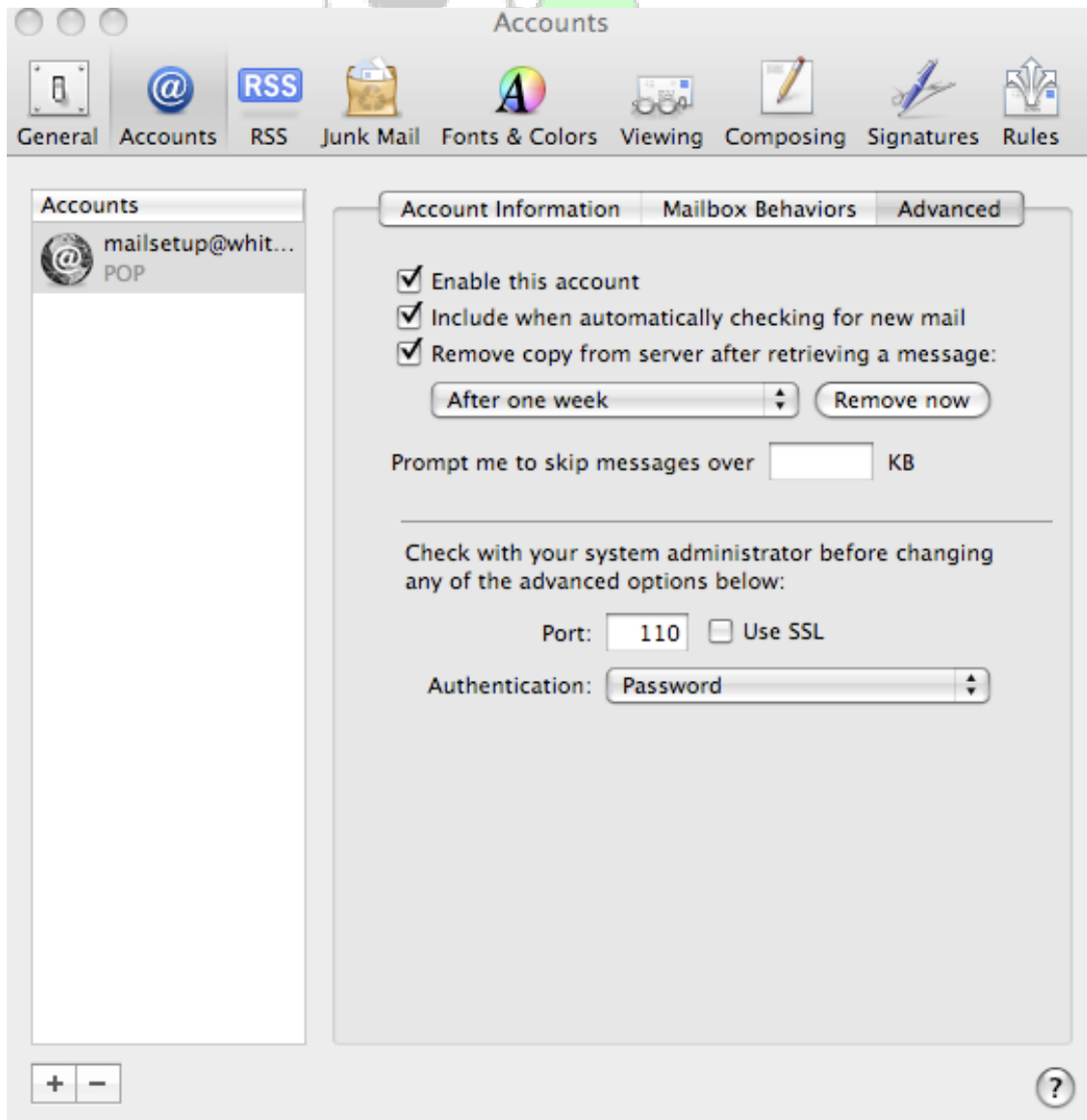
Do not select SSL  
Authentication: Password  
Click Continue

*Account Summary* screen



Click Create

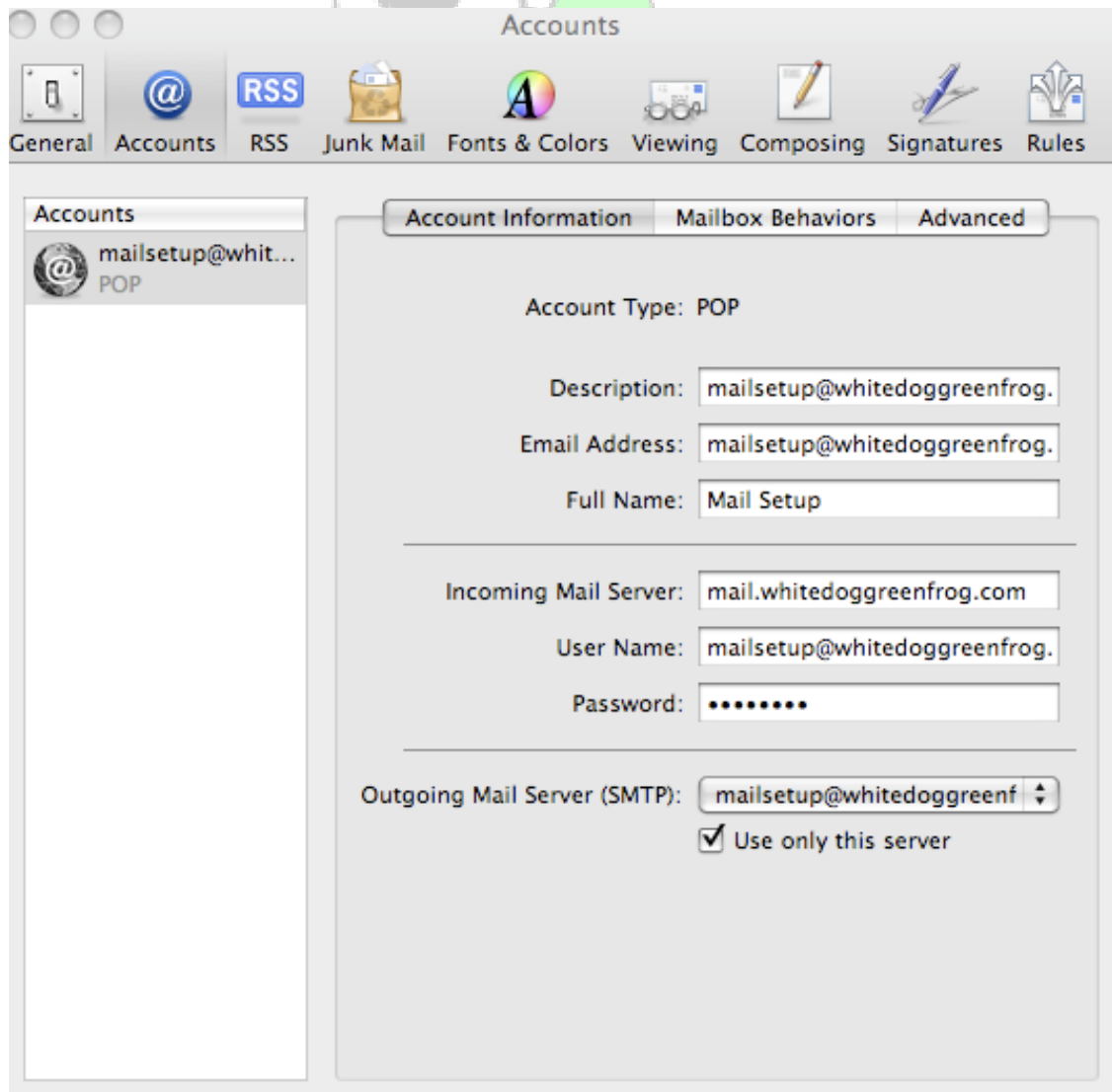
*Accounts (Advanced tab)*



Select the email account (ex: mailsetup@whitedoggreenfrog.com) from the list of main accounts.

If SSL is ticked, deselect it so that the default port 110 appears.

Click the *Account Information* tab



In the Outgoing Mail Server (SMTP), click on Edit Server List.

Highlight the server of the email account that you are currently configuring (ex: mailsetup@whitedoggreenfrog.com).

*Server Advanced* tab

Description	Server Name	In Use By Account
mailsetup@white...	mail.whitedoggre...	mailsetup@whitedoggreenfr...

+ -

Account Information Advanced

☐ Use default ports (25, 465, 587)  
☒ Use custom port: 26  
☐ Use Secure Sockets Layer (SSL)

Authentication: Password

User Name: mailsetup@whitedoggreenfrog.com

Password: .....

Cancel OK

Select “Use custom port” and enter 26.

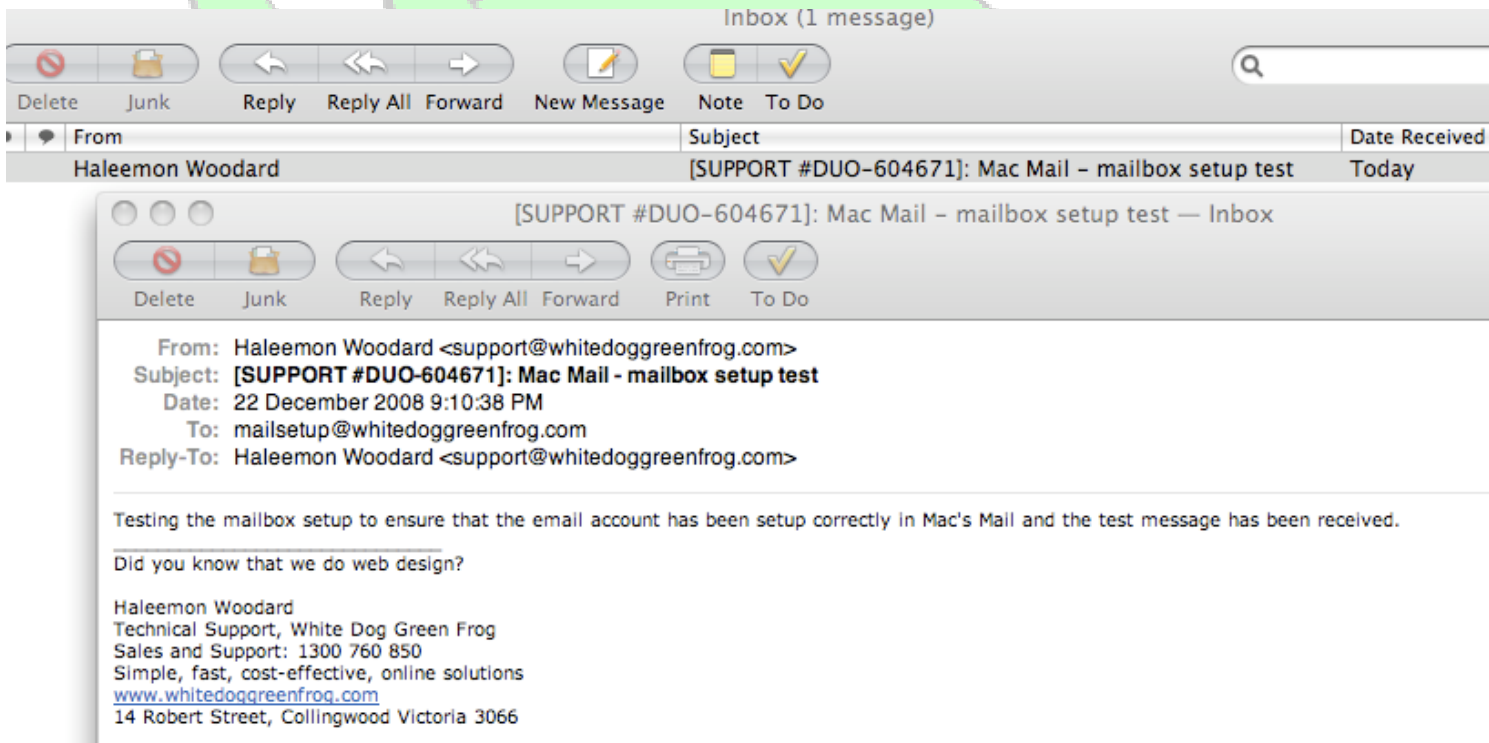
If the email address and password are not populated in the User Name and Password fields, re-enter them.

Click OK.



### Testing the newly created account

Send an email to the new account and click on the Get Mail icon. The new message should download to Mail.



Voila! The new email account has now been successfully configured.