



## **How To: Setup your email address in Mail for OS X**

## Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server. If your website address was <http://www.spectrumwired.com> your incoming and outgoing mail servers would be *spectrumwired.com* (we ignore the 'http://www.')

## Overview

This document's aim is to assist with email setup for the companies and businesses that have website hosting through Spectrum Wired.

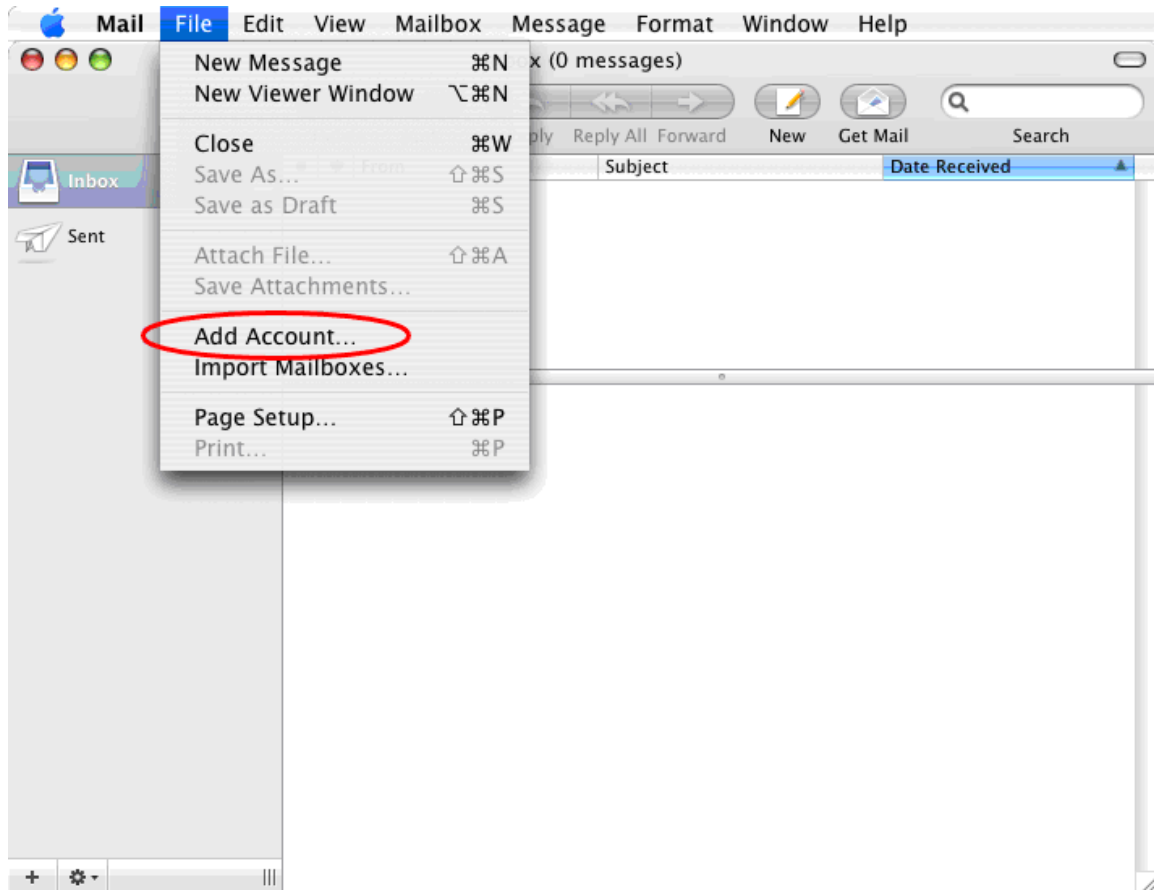
Instructions will be provided for email setup with Mail for OS X by-step point form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

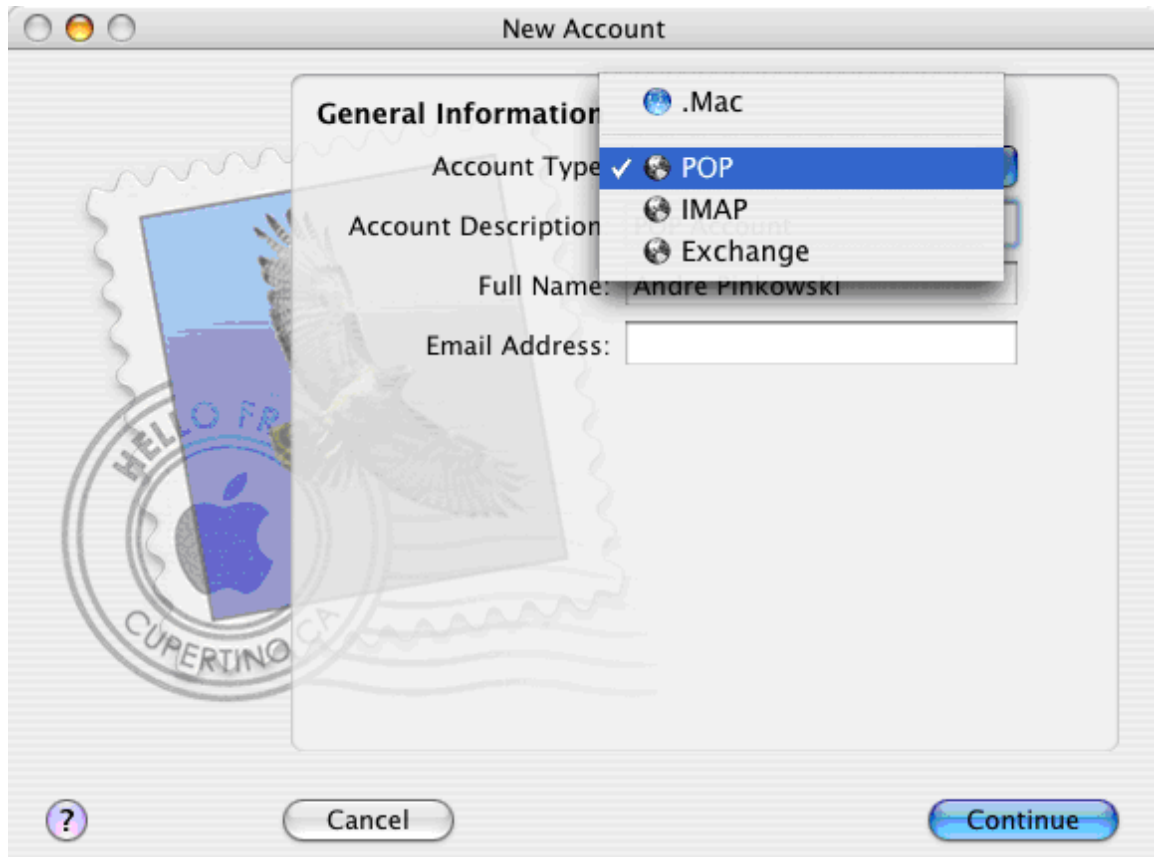
***Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP's technical support and use their outgoing mail (SMTP) server.***

## Mail for OS X: Setting up your email address for the first time

- 1) Open the Mail Application
- 2) In the 'File' menu select 'Add Account...'



3) In the 'Account type:' select the 'POP' option from the list.



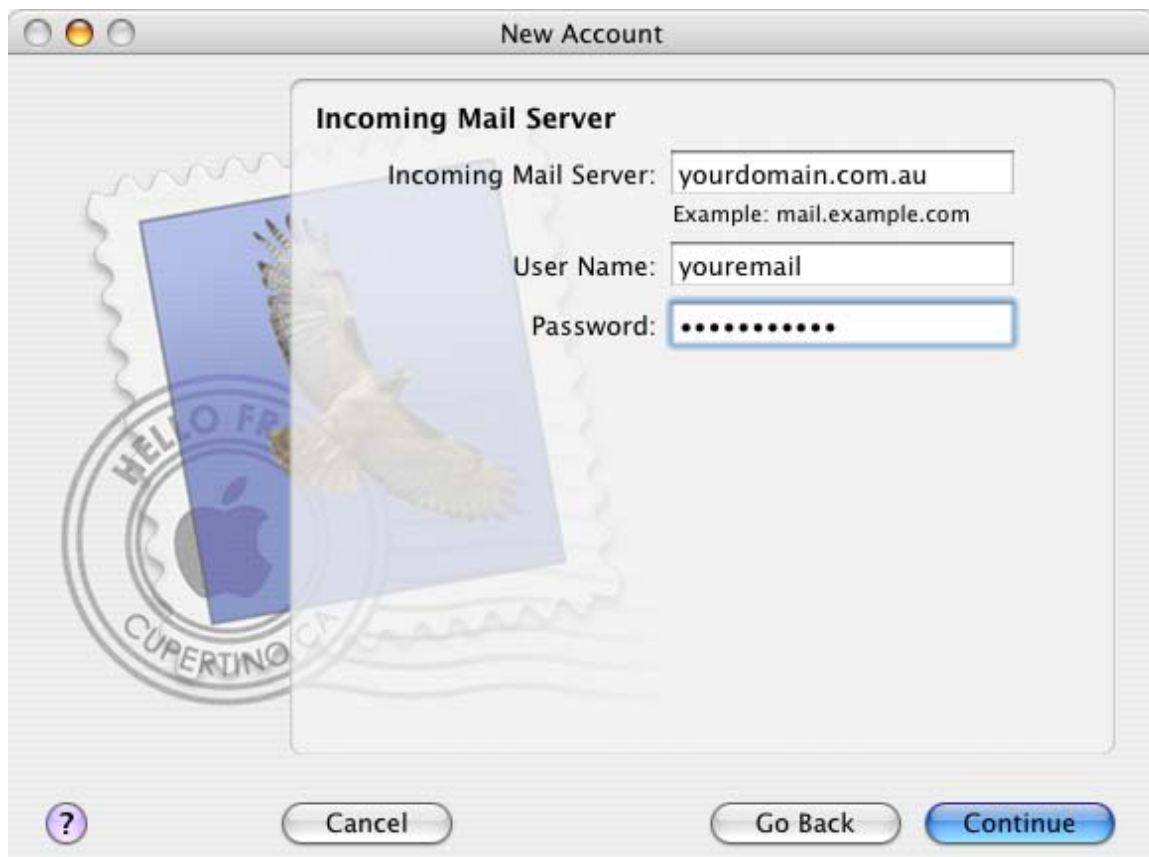
- 4) Enter the name you wish to be displayed on outbound emails.



- 5) Enter your full email address and click the **'Continue'** button



- 6) Enter your incoming mail server (*Eg yourdomainname.com.au*) The important points to remember are:
- Incoming mail server: Make sure this has your correct server settings. Eg: yourdomain.com.au
  - User Name: Make sure this has your full email. Eg: youremail@yourdomain.com
  - Password: Make sure this has your password entered correctly.



7) Click on the **'Continue'** button.





- 8) Enter your outgoing mail server (Eg. *yourdomainname.com.au*) The important points to remember are:
  - a) Outgoing mail server: Make sure this has your correct server settings. Eg: *yourdomain.com.au*
  - b) Make sure to click on the checkbox for **'Use Authentication'**
  - c) User Name: Make sure this has your full email. Eg: *youremail@yourdomain.com*
  - d) Password: Make sure this has your password entered correctly.



- 9) Click on the **'Continue'** button.

10) Click on the **'Continue'** button.



11) Check your Settings in Account Summary details and click on “**Continue**”

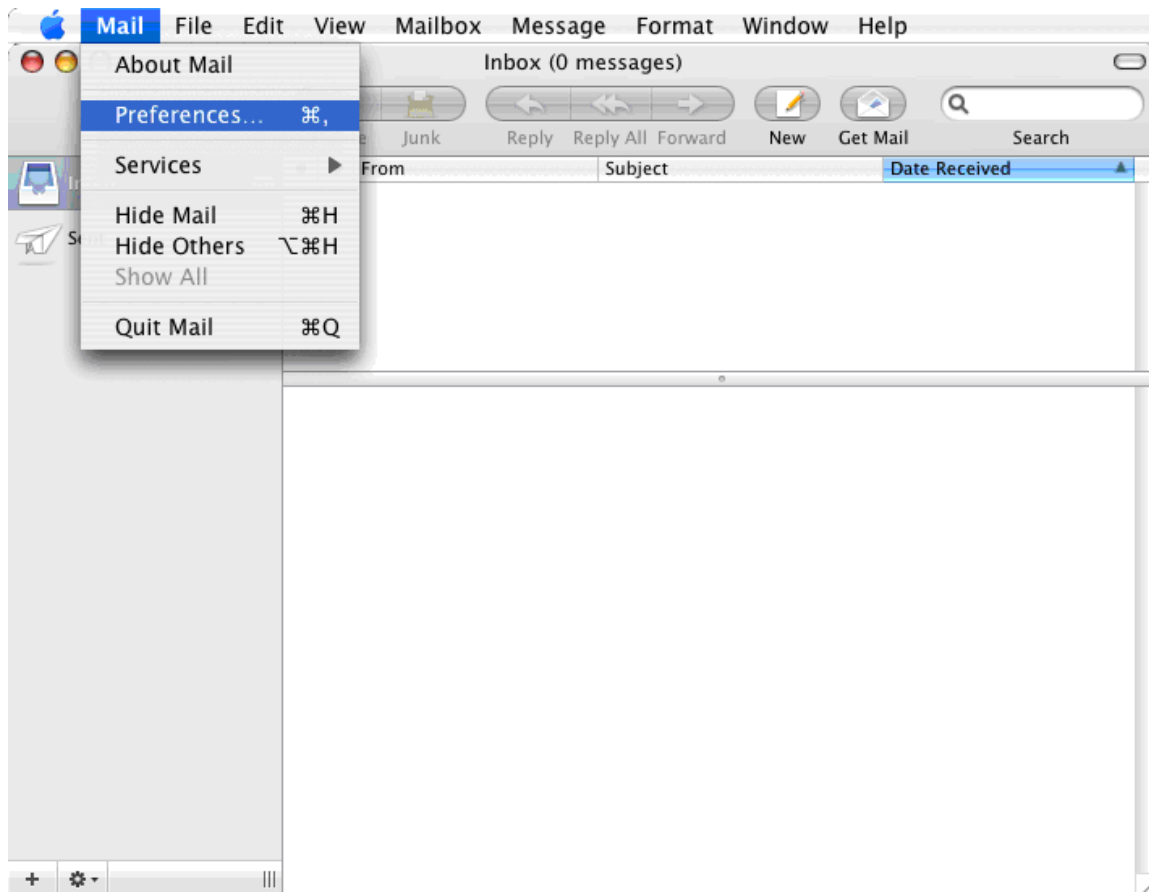


12) Click on the **'Done'** button.

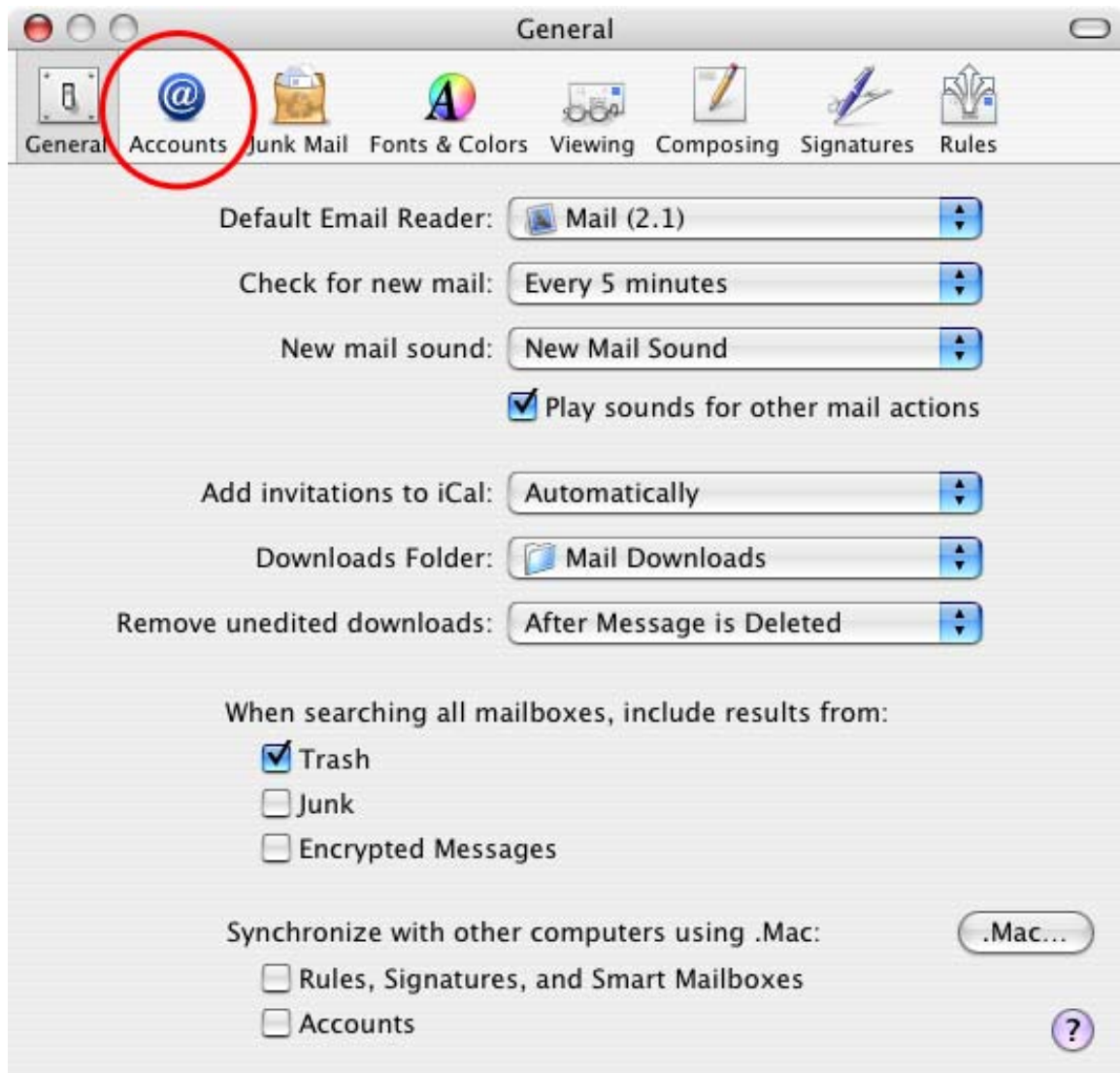


## Mail for OS X: Checking Existing Email Settings

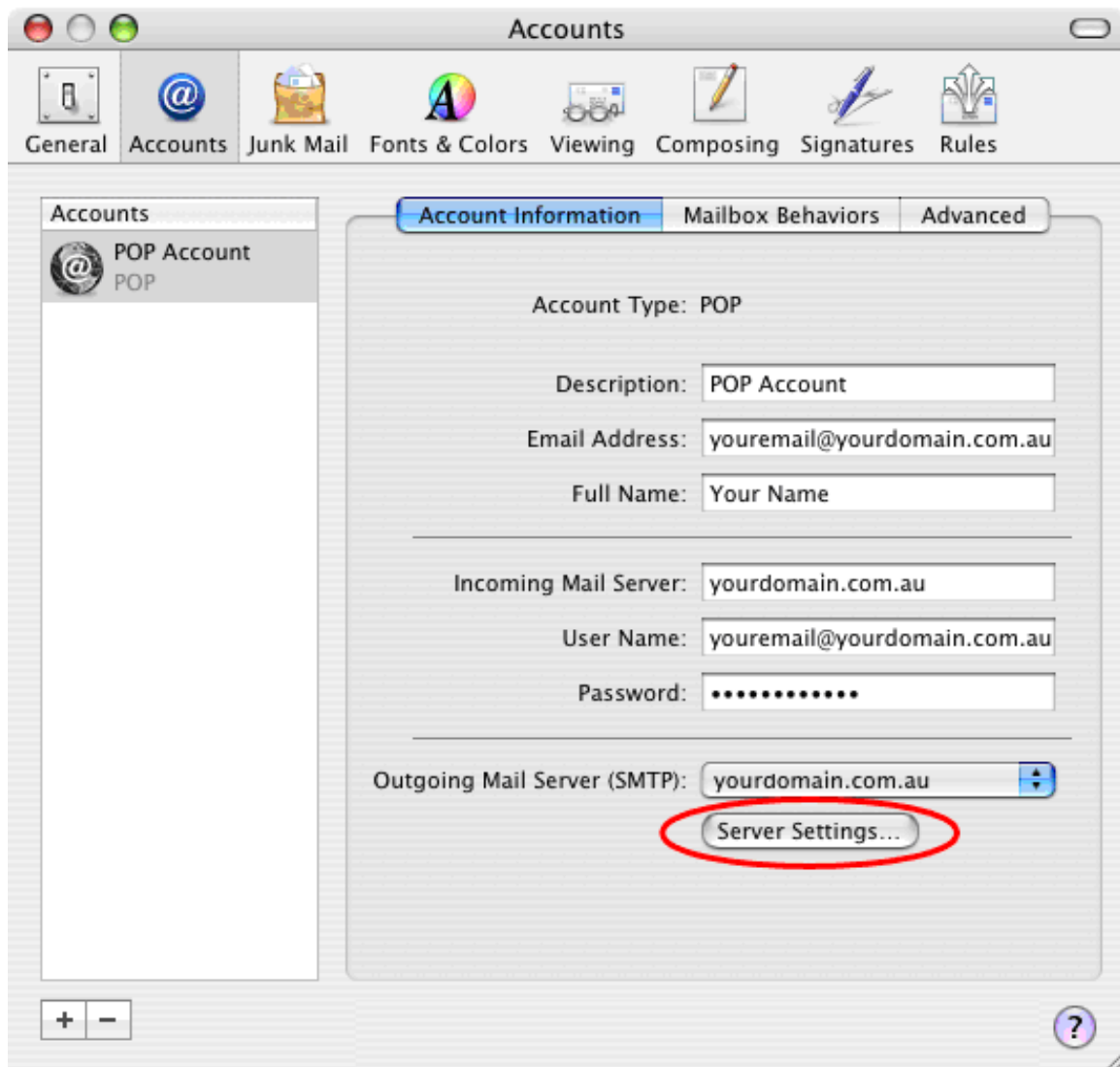
- 1) Open the Mail for OS X
- 2) In the **'Mail'** menu select **'Preferences...'**



3) Click on the 'Accounts' image.



- 4) Click on the **'Server Settings...'** button



5) Check your Email Settings, then click “OK”

