

How to access your new BigFanMail email address via Mac Mail

The following tutorial will show you how set up your email accounts in the default Apple email client, Mac Mail.



Step 1: When you initially open MacMail, you will be presented with a screen similar to the one above.

- Full Name: Put in your full name.
- Username: Here you will put in your full BigFanMail email address.
- Password: In the Password field, enter the password you created for your BigFanMail address
- Click Continue



Step 2: In this next screen you put in the information regarding how MacMail will receive email.

- For Account Type, select POP
- For “Description”, you can enter anything you would like so you know what account this is (useful for if you have multiple accounts).
- For Incoming Mail Server, enter YOURDOMAIN.BigFanMailHost.com where “YOURDOMAIN” is the extension on your BigFanMail address (without .com).
 - Example: If your new email address is John.Doe@BigWildcatFan.com, you would enter BigWildcatFan.BigFanMailHost.com as your Incoming Mail Server
 - Example: If your new email address is Jane@BigTideFan.com, you would enter BigTideFan.BigFanMailHost.com as your Incoming Mail Server
- Username: Here you will put in your full BigFanMail email address
- Password: Enter the password you created for your BigFanMail address
- Click Continue



Step 3: Much like the earlier screen for the Incoming Mail Server, we must now set the sending settings.

- Fill out the “Description” field as you see fit.
- The “Outgoing Mail Server” field should be filled out with the same server that was used in the “Incoming Mail Server” field.
 - Example: If your new email address is John.Doe@BigWildcatFan.com, you would enter BigWildcatFan.BigFanMailHost.com as your Incoming Mail Server
 - Example: If your new email address is Jane@BigTideFan.com, you would enter BigTideFan.BigFanMailHost.com as your Incoming Mail Server
- Check the box that says “Use only this server”.
- Check the box that says “Use Authentication”
- Username: Here you will put in your full BigFanMail email address
- Password: Enter the password you created for your BigFanMail address
- Click Continue

Step 4: Once you are complete setting up the account, you will be shown the account summary screen. Click the box that says “Take Account Online” if it isn’t already checked. If all the information looks correct, hit “Create”.

Your BigFanMail account should now be configured for Mac Mail.

If you have any issues, please email us at support@BigFanMail.com.