

HOW TO CONFIGURE EMAIL USING MAIL APP (MAC)

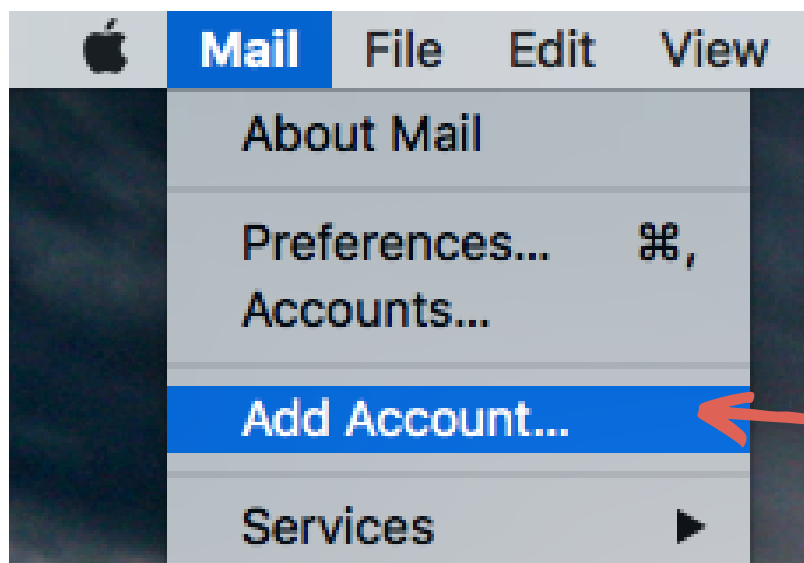
1

Open Apple Mail from the Dock, using the stamp icon. Alternatively, use Spotlight to search for “mail”.



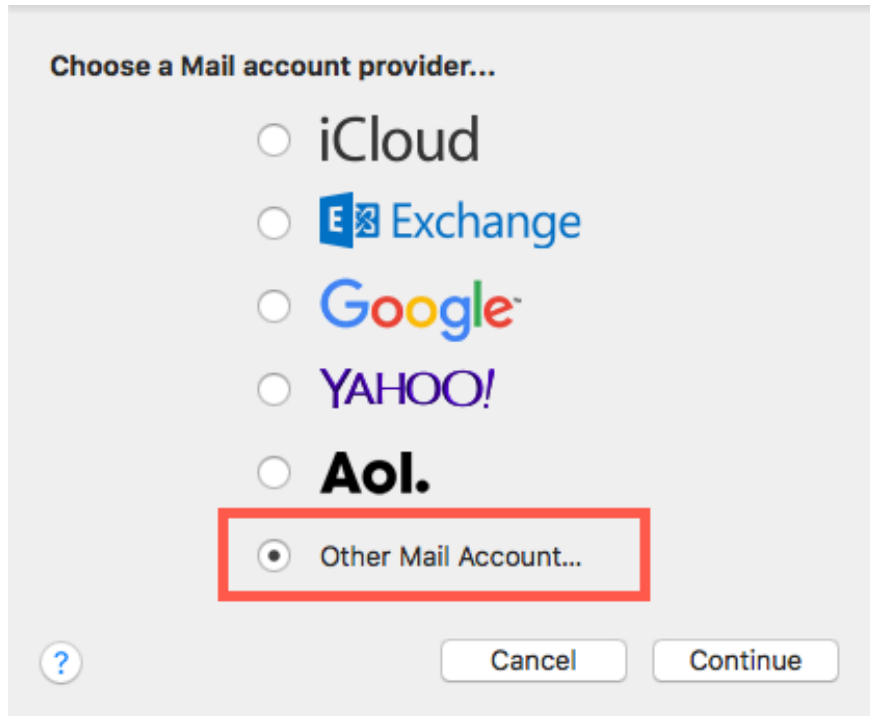
2

In the menu bar at the top of the screen, select Mail > Add account.



3

A panel will open, asking you to choose a Mail account provider. Click the radio button next to Other Mail Account... then select Continue.



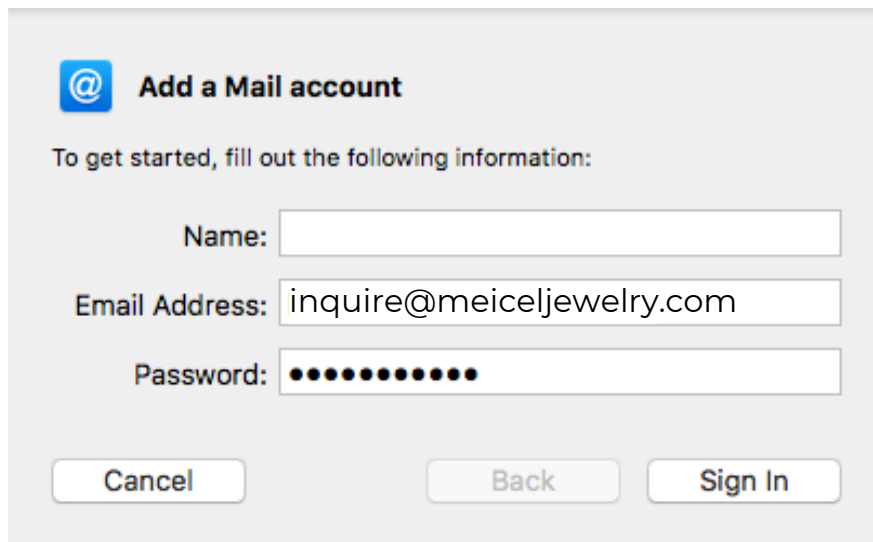
Choose a Mail account provider...

- ☐ iCloud
- ☐ Exchange
- ☐ Google™
- ☐ YAHOO!
- ☐ Aol.
- ☒ Other Mail Account...

? Cancel Continue

4

In the next panel, Add a Mail account, enter your Name, Email Address and POP3 account password. Then, click Sign In. Apple Mail will attempt to automatically retrieve your email server details.



The screenshot shows a dialog box titled "Add a Mail account" with a blue square icon containing a white "@" symbol. Below the title, it says "To get started, fill out the following information:". There are three input fields: "Name:" (empty), "Email Address:" (containing "inquire@meiceljewelry.com"), and "Password:" (filled with 12 dots). At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

@ Add a Mail account

To get started, fill out the following information:

Name:

Email Address:

Password:

5

If your server details are not automatically retrieved, you should enter them manually in the next panel. Locate your POP3 account details and enter them as follows:

The screenshot shows a web-based form for configuring an email account. It has two main sections. The top section contains three input fields: 'Email Address' with the value 'inquire@meiceljewelry.com', 'User Name' with the value 'inquire@meiceljewelry.com', and 'Password' which is masked with dots. The bottom section contains a dropdown menu for 'Account Type' set to 'POP', and two more input fields for 'Incoming Mail Server' and 'Outgoing Mail Server', both with the value 'mail.meiceljewelry.com'. Below these fields is a red error message: 'Unable to verify account name or password.' At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Sign In'.

Email Address:	inquire@meiceljewelry.com	
User Name:	inquire@meiceljewelry.com	
Password:	••••••••••	
Account Type:	POP	
Incoming Mail Server:	mail.meiceljewelry.com	
Outgoing Mail Server:	mail.meiceljewelry.com	
Unable to verify account name or password.		
Cancel	Back	Sign In

Email Address: Your full email address.

User Name: Your email account user name.

Password: Your email account password.

Account Type: Use the dropdown menu to select POP.

Incoming Mail Server: mail.meiceljewelry.com.

Outgoing Mail Server: mail.meiceljewelry.com.

Once the details have been entered, click Sign In.

6

Advanced settings

If you are asked to confirm the port configuration, use the following details:

Incoming Port: 995

Outgoing Port: 463

You can view your port settings in Apple Mail by selecting Mail > Preferences from the Menu bar. Select your account from the sidebar of the panel that opens, then click the Server Settings tab. If you wish to change the preconfigured port settings, uncheck the Automatically manage connection settings option for both the Incoming Mail Server (POP) and Outgoing Mail Server (SMTP) sections. You can now edit the port configuration.

The screenshot shows the 'Server Settings' tab in Apple Mail. It contains two main sections: 'Incoming Mail Server (POP)' and 'Outgoing Mail Server (SMTP)'. Both sections have fields for User Name, Password, Host Name, and Port. The 'Port' fields are highlighted with red boxes. In the Incoming Mail Server section, the Port is set to 995. In the Outgoing Mail Server section, the Port is set to 465. Both sections also have a checkbox for 'Use TLS/SSL' which is checked. The 'Automatically manage connection settings' checkbox is unchecked in both sections. The 'Authentication' dropdown is set to 'Password' in both sections. A 'Save' button is at the bottom right.

Section	User Name	Password	Host Name	Port	Use TLS/SSL	Automatically manage connection settings	Authentication
Incoming Mail Server (POP)	inquire@meiceljewelry.com	mail.meiceljewelry.com	995	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Password
Outgoing Mail Server (SMTP)	inquire@meiceljewelry.com	mail.meiceljewelry.com	465	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Password