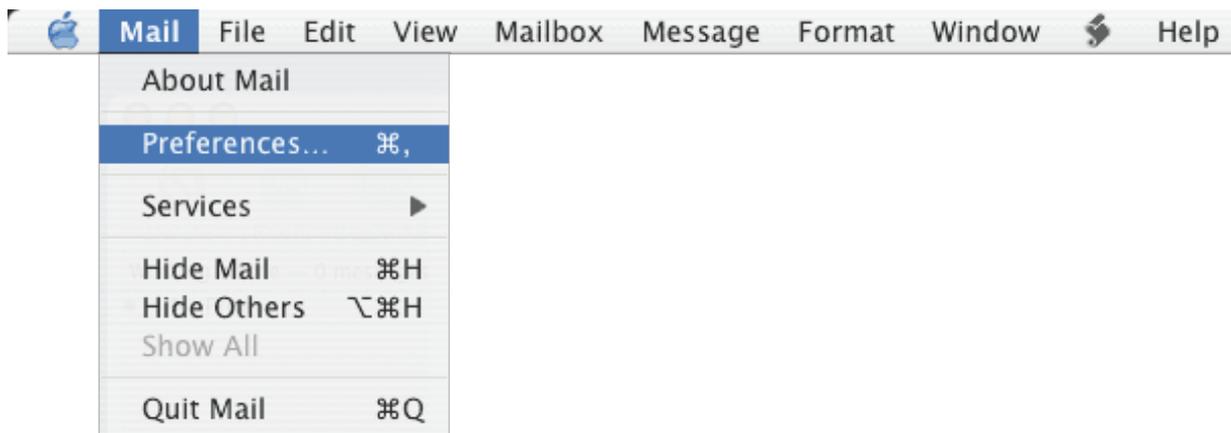


How to Set Up Your E-mail Address on Mac Mail For Users using Flex Web Hosting email servers

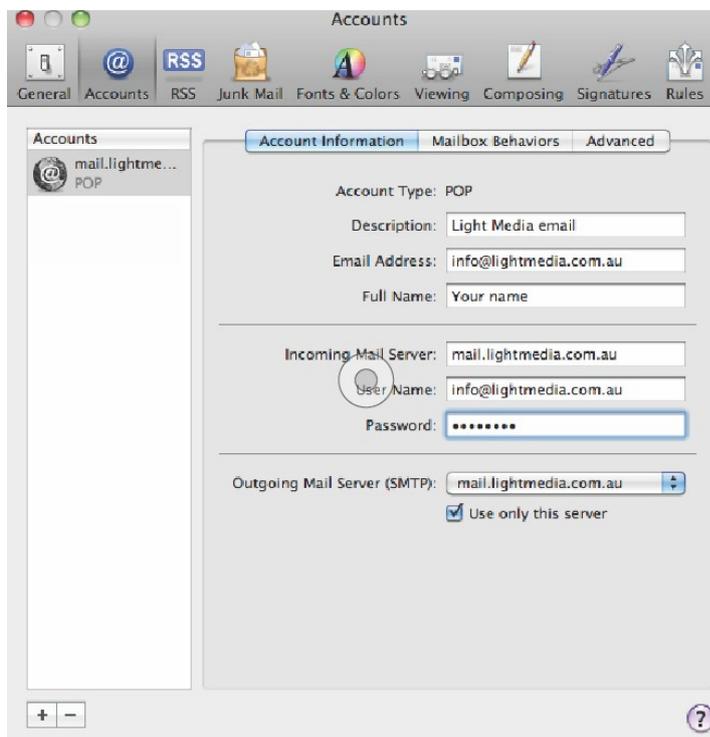
1. Open Mac Mail.



2. Click on the menu labeled “Mail,” and select “Preferences.”



3. Select **Accounts** Icon.

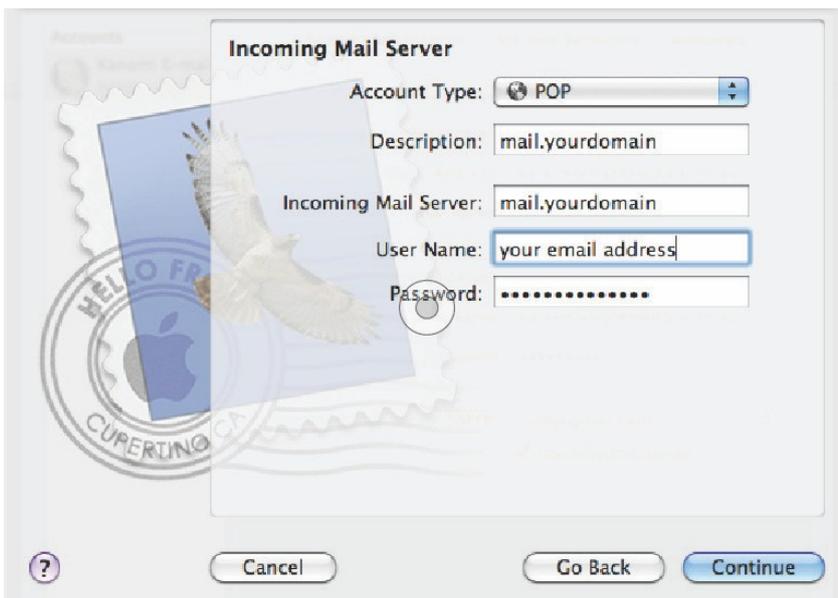


4. Select the **+** button on the left bottom corner



Full Name: type your name
Email Address: your email address.
Example: info@lightmedia.com.au
Password: Type your password
Click **Continue**

5. Incoming Mail Server



Account Type: Select POP (POP3)
Incoming mail server: mail.yourdomain
(Example: mail.lightmedia.com.au)
User Name: Your email address
(Example: info@lightmedia.com.au)
Password: The password used for this email account.
Click **Continue**

6. Outgoing Mail Server



Description: mail.yourdomain
(Example: mail.lightmedia.com.au)

Outgoing mail server (smtp): mail.yourdomain
(Example: mail.lightmedia.com.au)

Use Authentication: YES

User Name: Your email address
(Example: info@lightmedia.com.au)

Password: The password used for this email account.

Click **Continue** to Finish.

If Pop up screen appears with 'Verify certificate' message, click **Connect**.

If any other message pops up in your screen, click **Continue** and **Create**.

Your email is now working.

Check Your SMTP Server is setup correctly

Select in MacMail:

- Go to Mail > Preferences
- In the Tab Account Information: Outgoing Mail Server (SMTP), select Edit SMTP server list.
- In the Tab Advanced: Authentication must be 'Password'.
See screen shot below.

User Name: Your email address
(Example: *info@lightmedia.com.au*)

Password: The password used for this email account.

Advanced tab

