



# 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

	Add Account You'll be guided t additional accoun To get started, pr Full Name: Email Address: Password	through the steps to set up an t. ovide the following information: Your name Your email address
(?)	Cancel	Go Back Continue

**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

	Incoming Mail Server	
Jun	Account Type:	POP 🛟
3	Description:	mail.yourdomain
2	Incoming Mail Server:	mail.yourdomain
200	User Name:	your email address
	Password:	
CURERING	Stanson in	
?	Cancel	Go Back Continue

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

	Outgoing Mail Server	mail usundamaia
1000	Description:	mail.yourdomain
> N	Outgoing Mail Server:	mail.yourdomain
2 1		Use only this server
2	Use Authentication	
O FR	User Name:	
	Password:	
CRUNS		
	Cancel	Go Back Continue

**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

00	Accounts	
General	Image: Accounts     Image: Accounts <th< td=""><td></td></th<>	
8	Description Server Name In Use By Account mail.lightmedia info@lightmedia.co	
	+ − Account Inf=rmation Advanced ✓ Automatically detect and maintain account settings	
	Port: 587 Vise SSL	
	Authentication: Password  Allow insecure authentication	
	User Name: info@lightmedia.com.au	
	Password:	
+	? Cancel OK	
	?)	