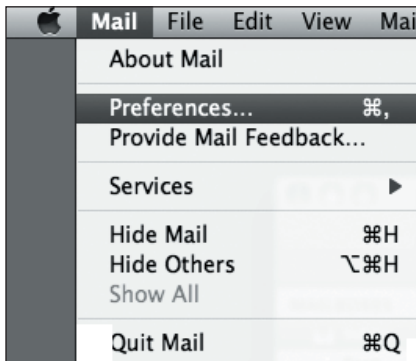


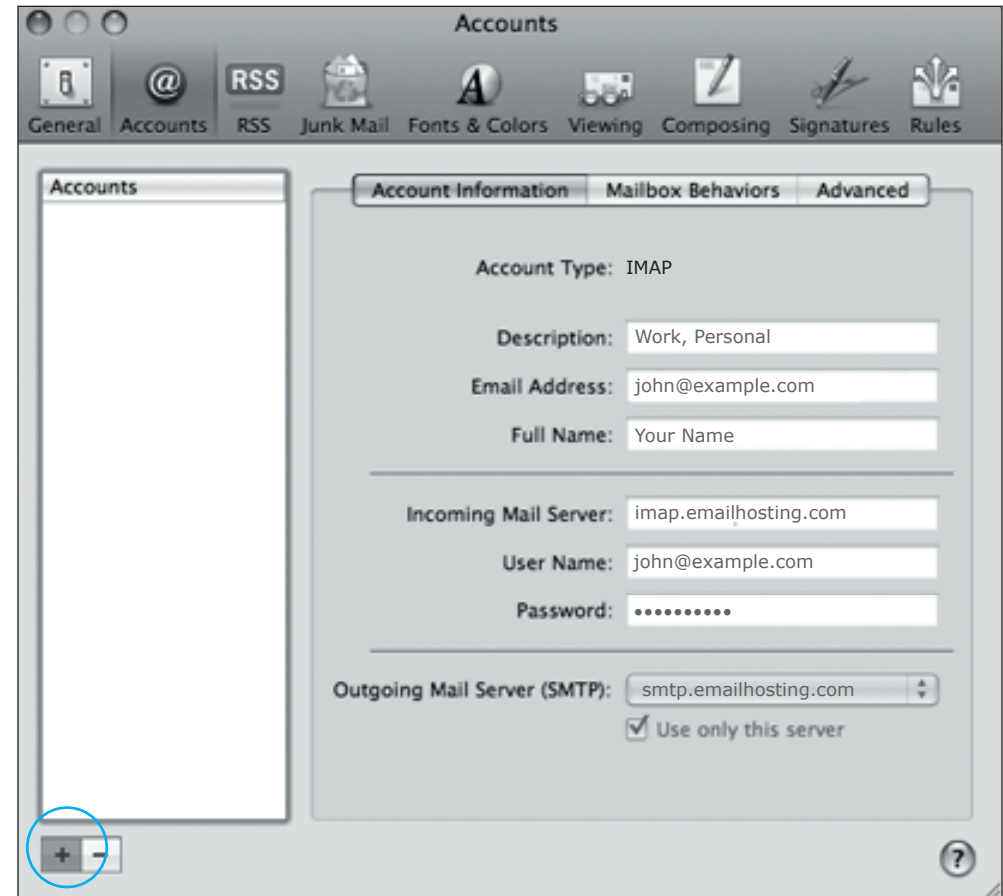
Setting Up Apple® Mail

IMAP EMAIL ACCOUNT SETUP

1. Open Apple **Mail**.
 - If you are not prompted to create an account, go to **Mail** -> **Preferences**.



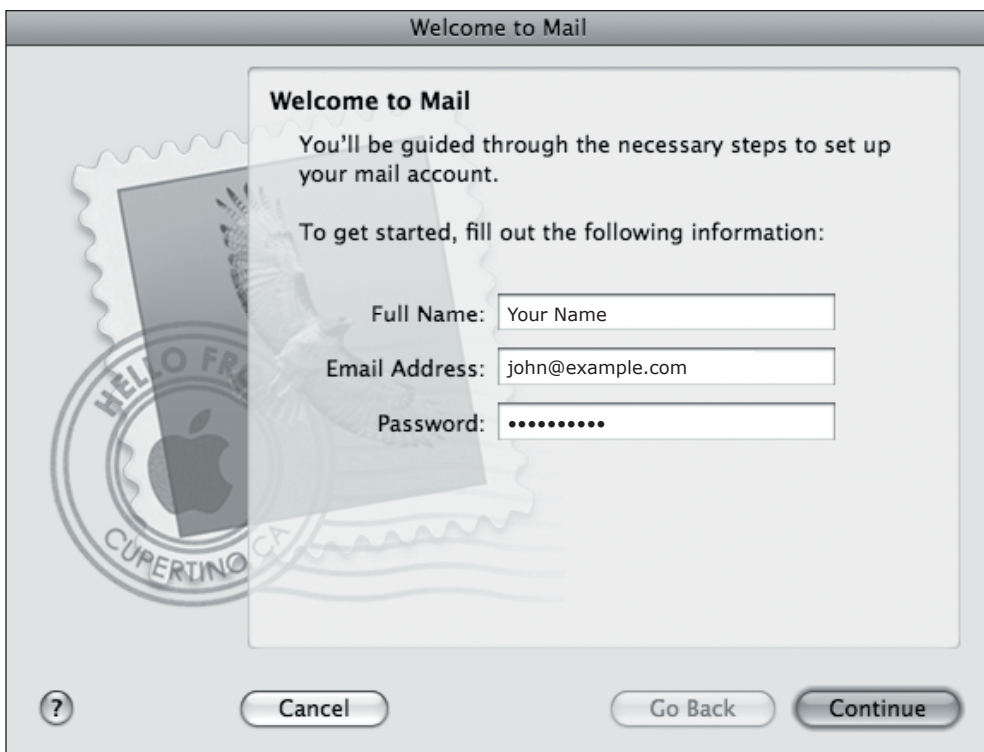
2. Click on the **+** button in the lower left hand corner.



Setting Up Apple® Mail

IMAP EMAIL ACCOUNT SETUP (cont.)

- Enter the following information:
 - Full Name**—Enter your first and last name. This is the name that will appear in the From field for messages that you send.
 - Email Address**—Enter your entire email address (e.g., myname@mydomain.com).
 - Password**—Enter the password for your email account.
- Type in the incoming mail server information.
 - Account Type:** IMAP
 - Description:** imap.emailhosting.com
 - Incoming Mail Server:** imap.emailhosting.com
 - User Name:** Your Emailhosting Username
 - Password:** Your Emailhosting Password
 - Click **Continue**.



Welcome to Mail

Welcome to Mail

You'll be guided through the necessary steps to set up your mail account.

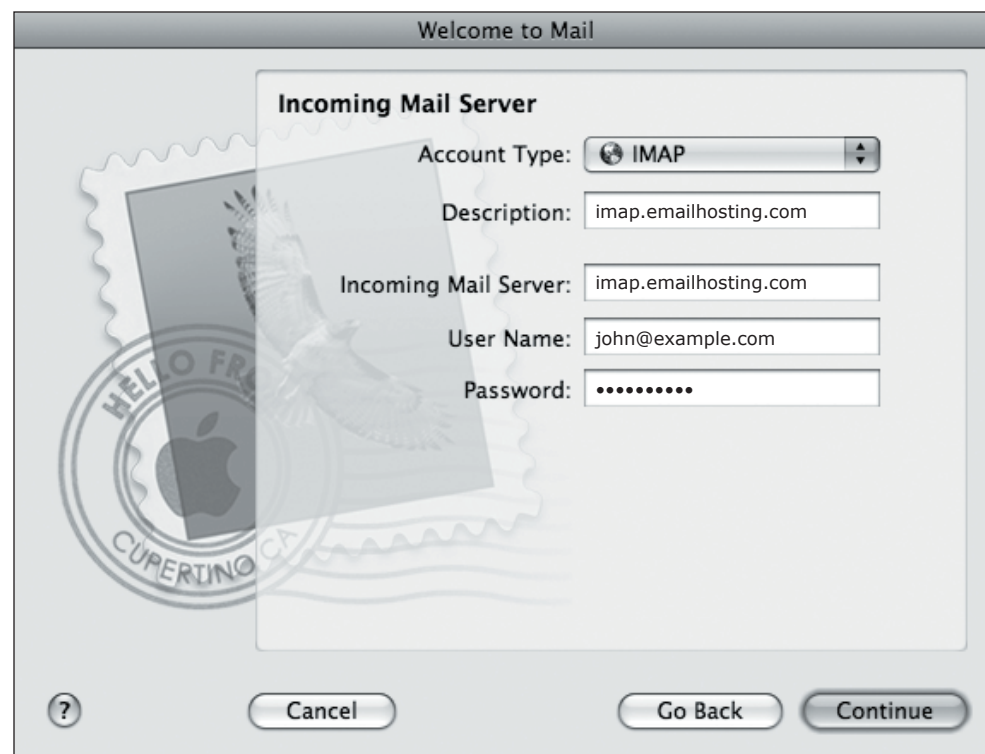
To get started, fill out the following information:

Full Name: Your Name

Email Address: john@example.com

Password:

Cancel Go Back Continue



Welcome to Mail

Incoming Mail Server

Account Type: IMAP

Description: imap.emailhosting.com

Incoming Mail Server: imap.emailhosting.com

User Name: john@example.com

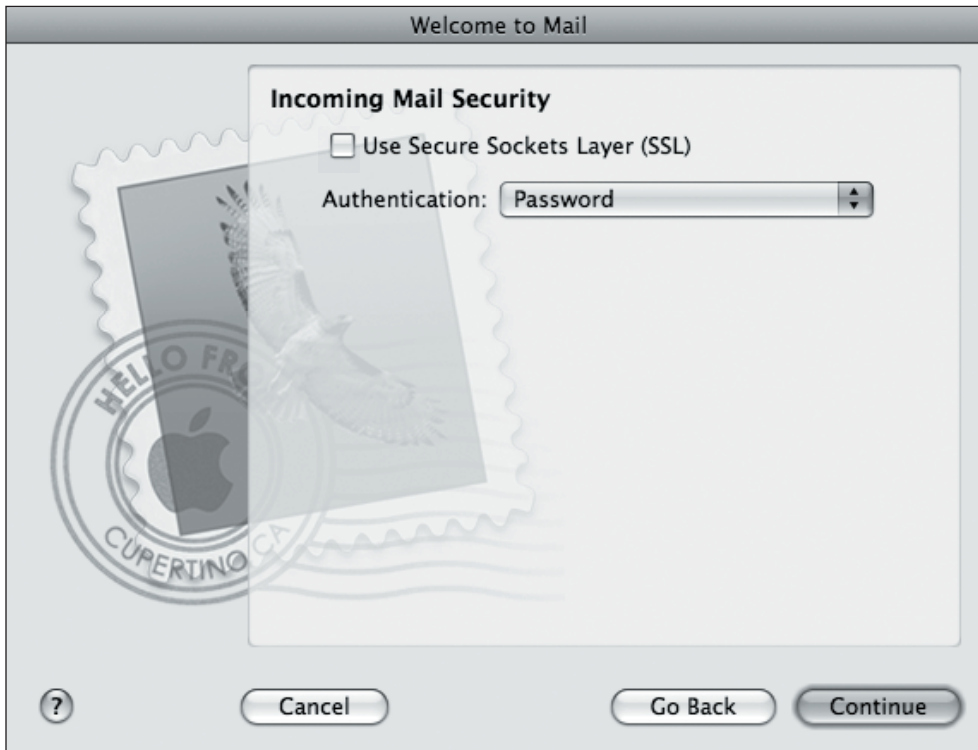
Password:

Cancel Go Back Continue

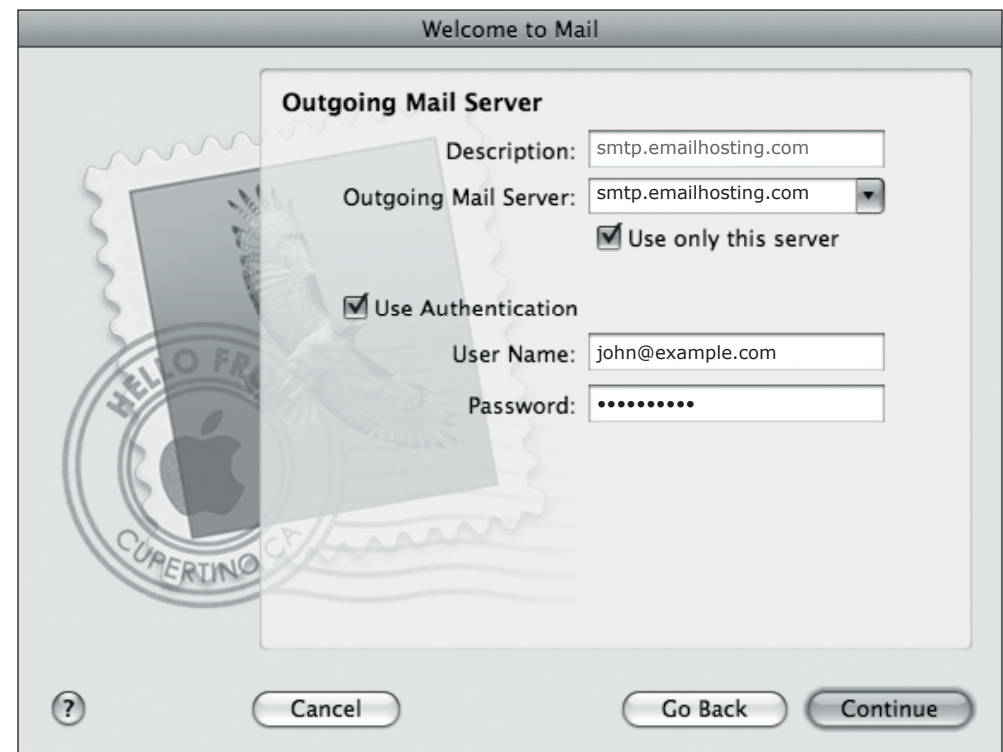
Setting Up Apple® Mail

IMAP EMAIL ACCOUNT SETUP (cont.)

6. Uncheck “**Use Secure Sockets Layer (SSL)**”.
- Keep **Authentication** at **Password**.
 - Click **Continue**.



7. Type in the outgoing mail server information.
- **Description:** smtp.emailhosting.com
 - **Outgoing Mail Server:** smtp.emailhosting.com
 - Make sure ‘**Use only this server**’ is checked.
 - Check on “**Use Authentication**”
 - Type in your Emailhosting username and password.
 - Click **Continue**.



Setting Up Apple® Mail

IMAP EMAIL ACCOUNT SETUP (cont.)

8. Apple Mail will now attempt to detect the outgoing server settings. If the **Outgoing Mail Security** window appears, do the following:
- Uncheck the **Use Secure Sockets Layer (SSL)** box.
 - In the **Authentication** drop-down menu, select Password.
 - Click on the **Continue** button.



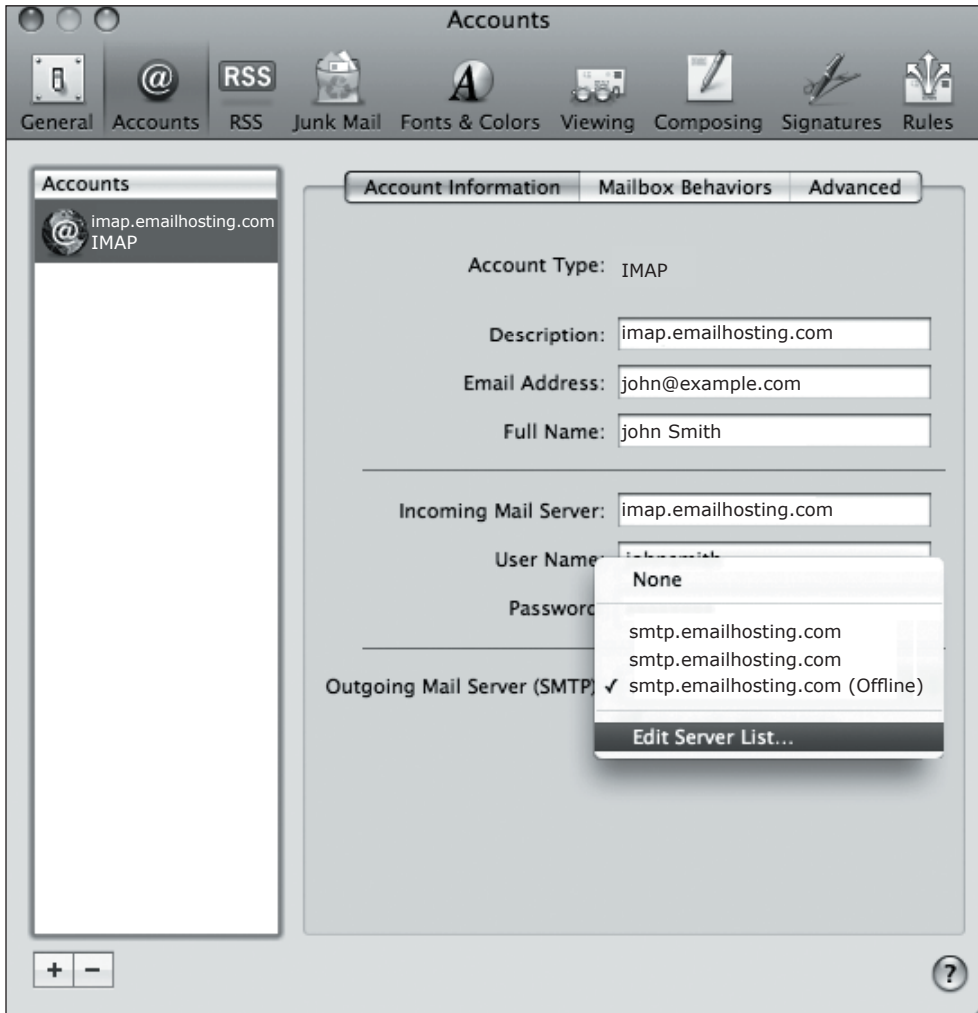
9. When the setup process is done, you will see an **Account Summary** window that summarizes your settings.
- Click on the **Create** button.



Setting Up Apple® Mail

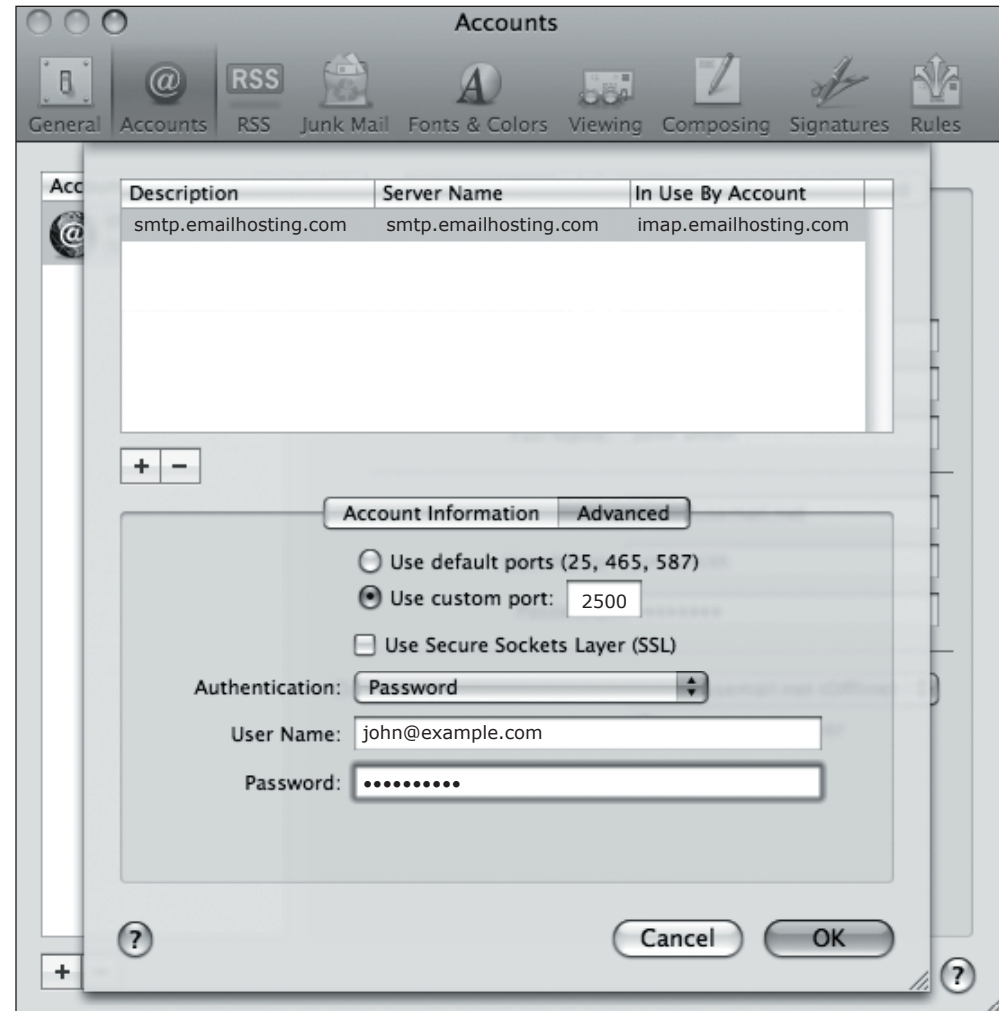
IMAP EMAIL ACCOUNT SETUP (cont.)

9. On the **Accounts** page, click on smtp.emailhosting.com next to “**Outgoing Mail Server (SMTP)**” and go to **Edit Server List...**



10. Click on “**Use custom port:**” and put in **2500**. Be sure that “**Use Secure Sockets Layer (SSL)**” is still unchecked and that your username and password have been entered.

- Click **OK**.



Setting Up Apple® Mail

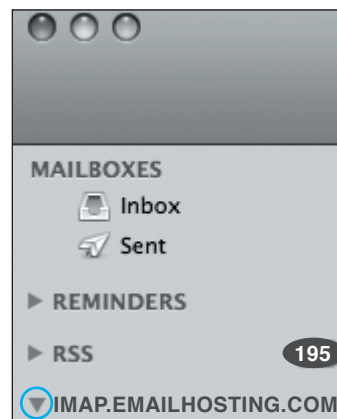
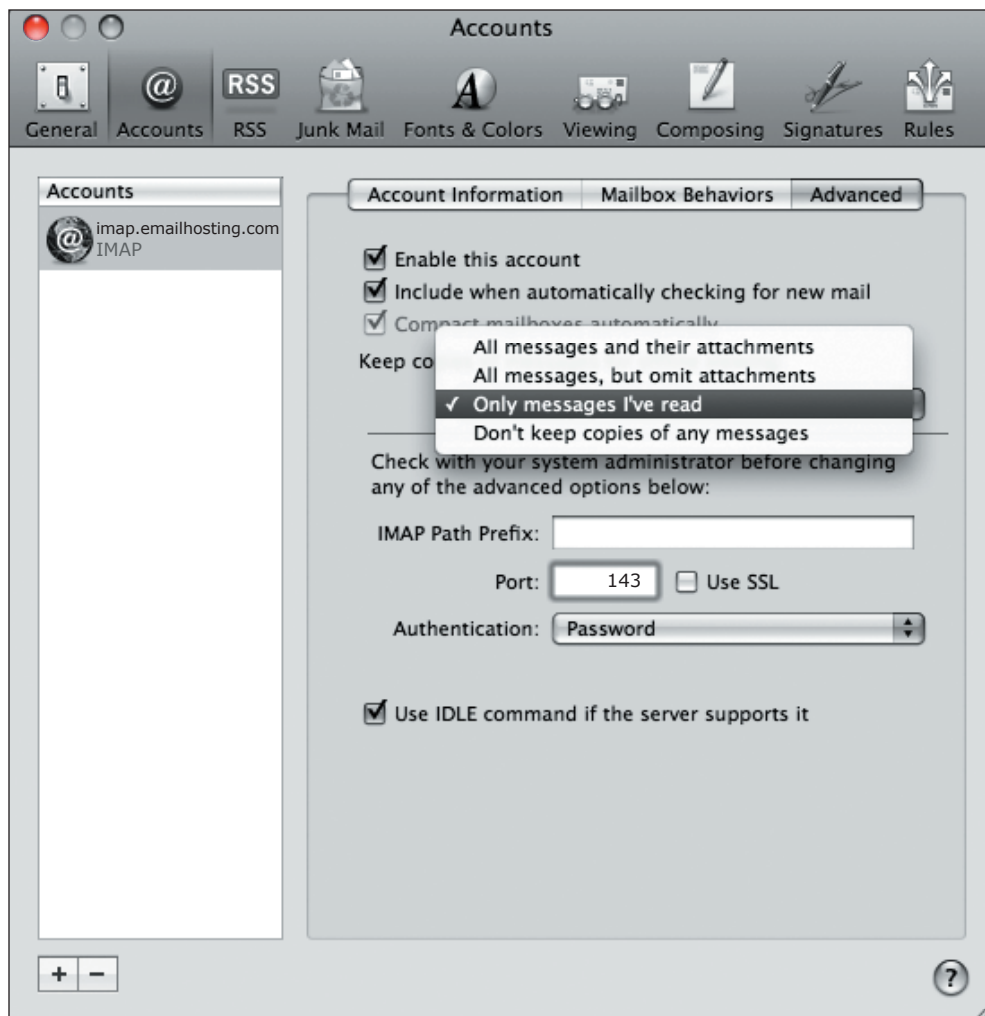
IMAP EMAIL ACCOUNT SETUP (cont.)

11. Go to the **Advanced tab** along the top.

- Change the option of “**Keep copies of messages for offline viewing**” to “**Only messages I've read.**”
- Ensure that the **Port** listed there is **143** and not 993 and **Use SSL** is **not** checked.

12. Click on the red button in the upper left hand corner to shut the window making sure to click on **Save** when prompted.

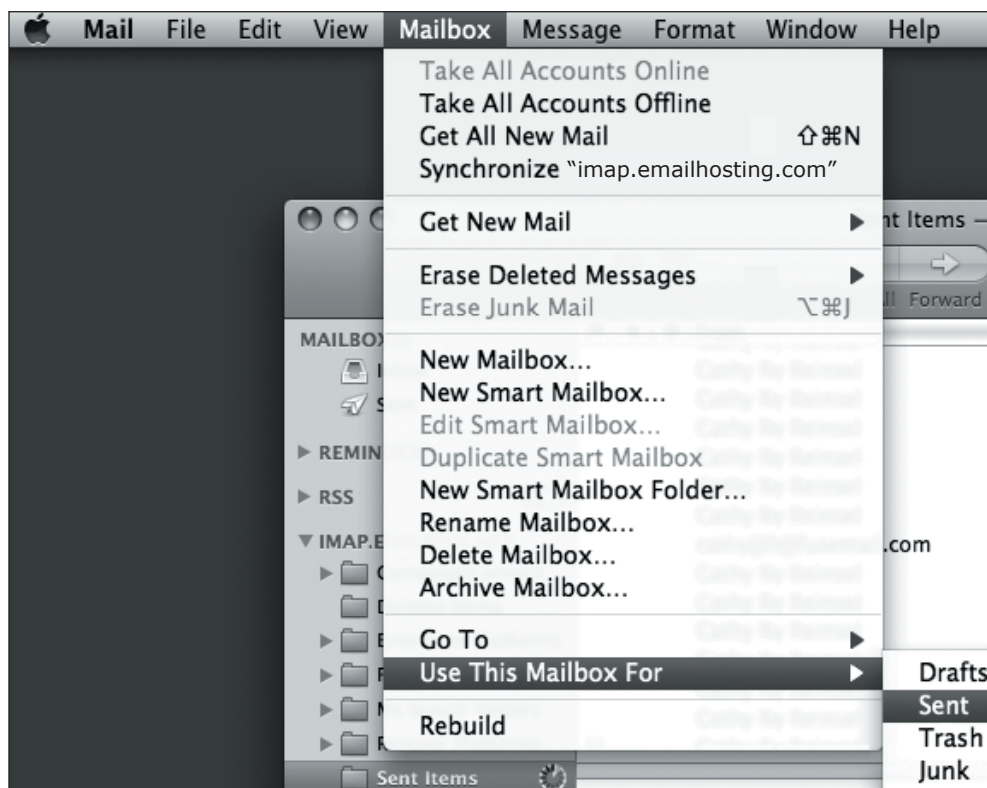
- On the left hand side, you should see IMAP.EMAILHOSTING.COM with an **arrow** next to it.
- Click on that **arrow** and you should see all of your folders.



Setting Up Apple® Mail

IMAP EMAIL ACCOUNT SETUP (cont.)

- Click on your **Sent Items** folder.
 - Go to **Mailbox** -> **Use This Mailbox For** -> **Sent**.
- Do the same for the **Drafts** and Deleted Items (**Trash**) folders.
The setup is now complete. 🔄



TIPS

Using IMAP Folders

To simplify the organization of your messages, you can indicate which IMAP folders Mac Mail should use to store sent mail, drafts, spam, and trash.

- Select **Mail / Preferences**.
- Click the **Accounts** button located at the top of the window.
- Click once on your IMAP account as it appears in the **Accounts** list.
- Click the **Mailbox Behaviors** tab.
- Clear all of the check boxes.
- Close the **Accounts** window.
- When prompted to save your changes, click the **Save** button.
- In your IMAP folder, located in the **Mailboxes** pane (select **View / Show Mailboxes** to display the pane if it's not there), do the following:
 - Click once on the **Sent**, **Drafts**, **Spam**, or **Trash** folder.
 - Select **Mailbox / Use This Mailbox For**.
 - Select **Sent**, **Drafts**, **Junk**, or **Trash** from the resulting list in the sub-menu.
- The selected folder will disappear from your IMAP list and will now reappear as the corresponding Mac Mail folder.