



# Mac Mail

## Manual

# Setting up an e-mail account in Mac Mail

## Preparation

Before using this manual, please make sure you have the following:

- ✓ You have created an email address using your Customer Area.
- ✓ You can log in using webmail.
- ✓ Your plan allows POP or IMAP access.
- ✓ The outgoing server of your internet provider.
- ✓ Gather your Username/Password for your email.

## Steps in Mac Mail

- Step 1** Open your Mac mail.
- Step 2** If this is your first email account, you will get a popup.
- Step 3** Click 'Other'.
- Step 4** Fill in your data and click on next.
- Step 5** Select 'Imap' or 'POP' at the top. If you want to sync your email between different devices, use IMAP. If you want to download you email locally, use POP3.
- Step 6** For the incoming server, fill in the following: imap.yourdomain.tld. For the domain monkeybusiness.nu, for example, use imap.monkeybusiness.nu . Your username is your full email address. Fill in the password you supplied when choosing your email address
- Step 7** Fill in the outgoing server details. These details are from your current Internet Service Provider.
- Step 8** Click on Next. Your Settings will be verified.