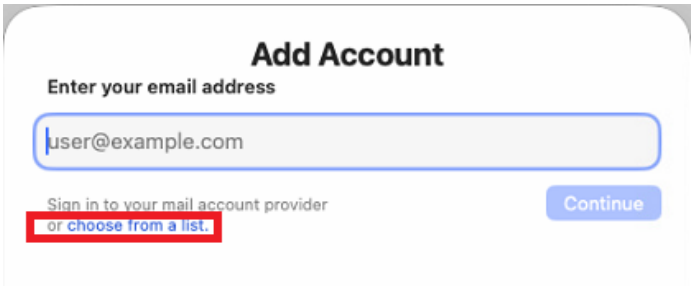
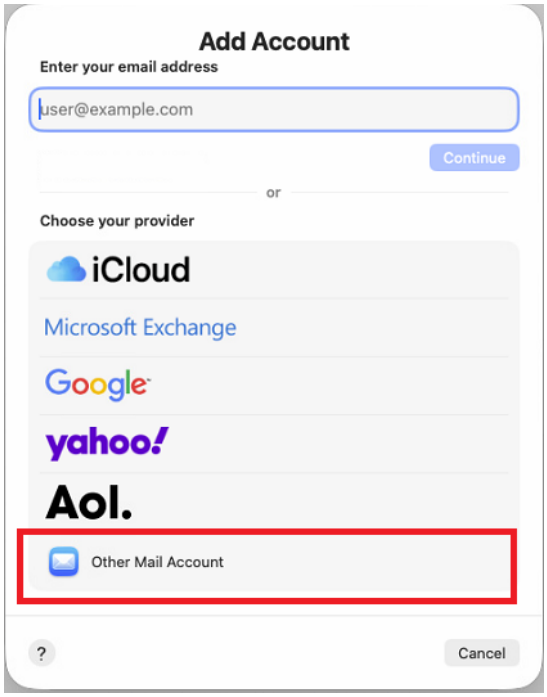
Mac Mail (IMAP) - Manual Setup Guide

Settings Overview

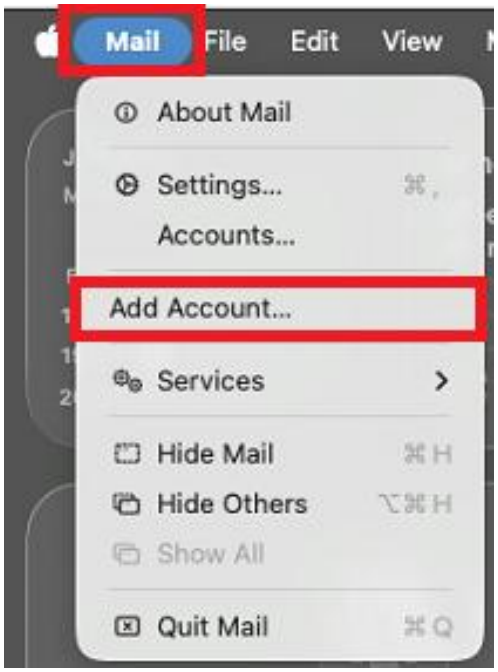
Your name	[the name displayed so people can identify you and reply to you e.g., "Webnetism Support" for support@webnetism.com]
Username	[your email address]
Password	[your password]
E-Mail Address	[your email address]
Account Type:	IMAP
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
Incoming/Outgoing Authentication	Password
Incoming server IMAP (port):	993
Incoming server encrypted connection:	TLS/SSL
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	TLS/SSL

1. When the email application is opened for the first time you will see a window for asking you to **"Add Account".** Click "**Choose from a List"** and then click **"Other Mail Account"**

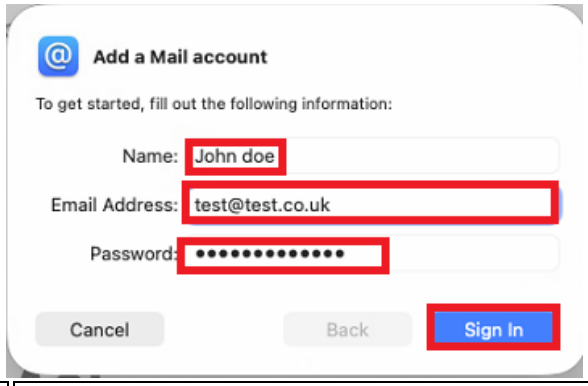




Alternatively, you can click the **"Mail"** drop-down from the menu bar and click the **"Add Account"** option and follow the same steps.

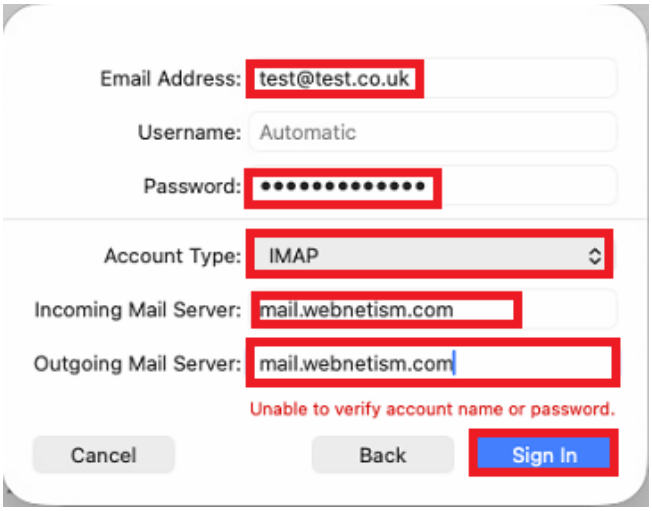


2. Next, enter the below details and click **"Sign In".**



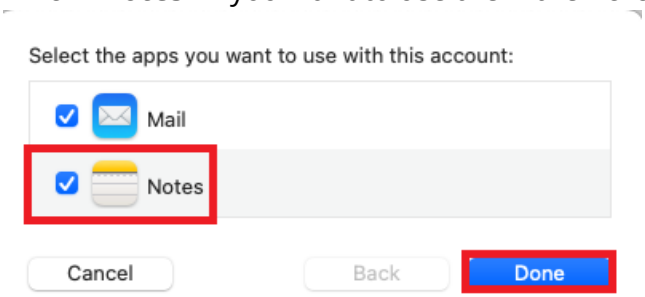
Field	Instruction / Detail
Name	Enter your full name.
Email Address	Enter the email address you want to set up (e.g., **yourname@yourdomain.co.uk**).
Password	Enter the password for your email account.

3. Input the settings as below then click **"Sign In".**

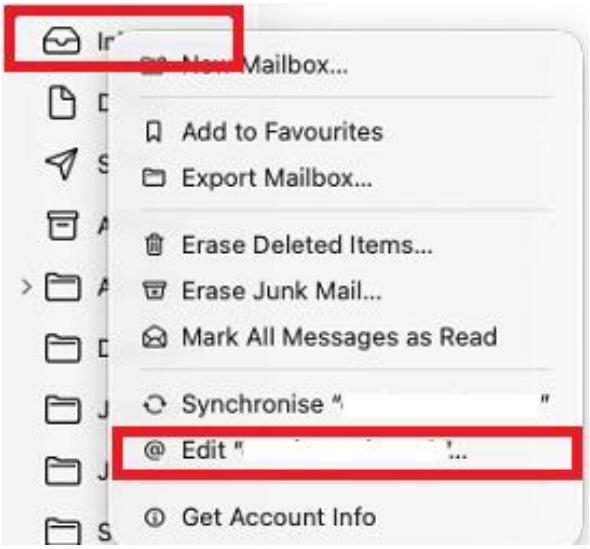


Setting	Value
Account Type	IMAP
Incoming Mail Server	mail.webnetism.com
Outgoing Mail Server	mail.webnetism.com

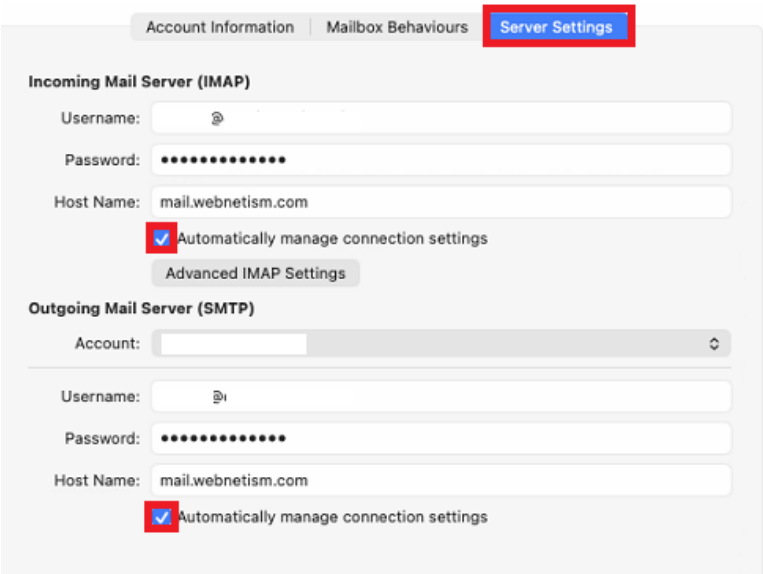
4. Tick **"Notes"** if you want to use them then click **"Done".**



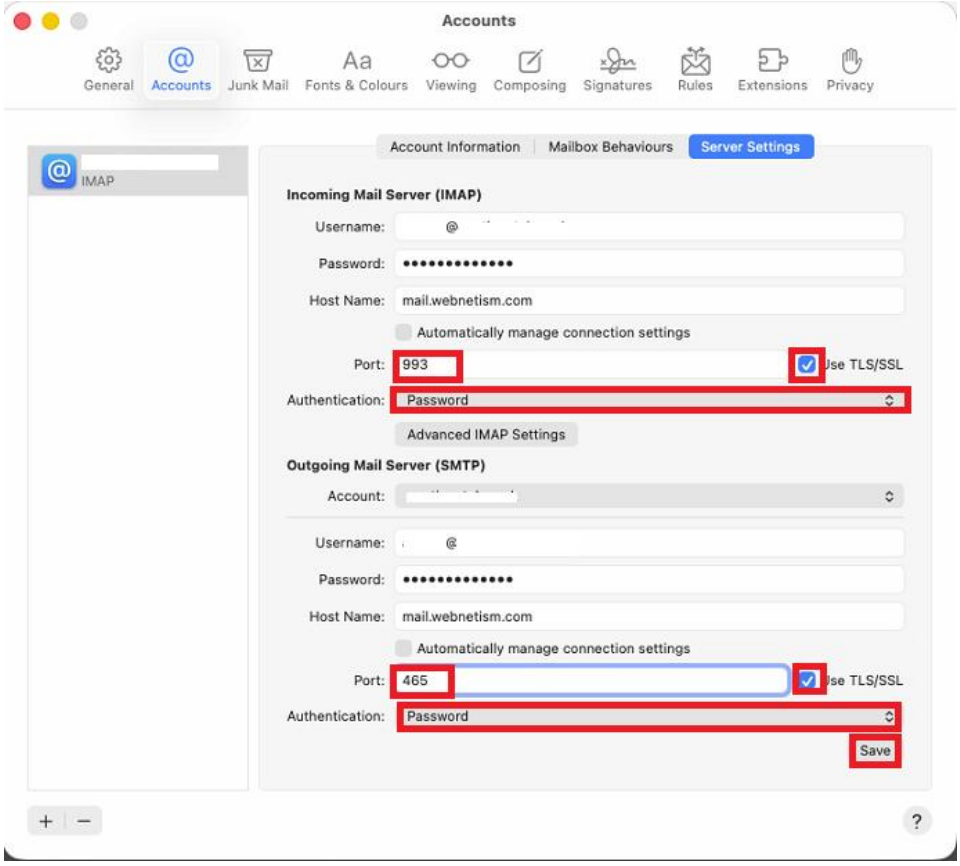
5. Next right-click the **"Inbox"** and click the **"@ Edit Accounts"** option.



6. Select the "**Server Settings**" and untick **"Automatically manage connection settings"** under **"Incoming Mail Server (IMAP)"** and **"Outgoing Mail Server (SMTP).**



7. Next enter the below settings and click **"Save":**
   (See Settings Overview for correct settings)



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Incoming/Outgoing Authentication	Password
Incoming server IMAP (port):	993
Incoming server encrypted connection:	TLS/SSL
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