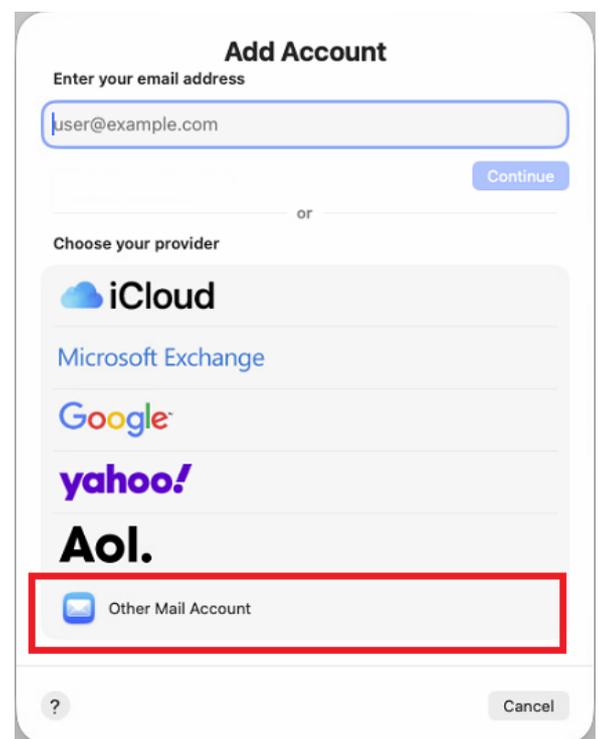
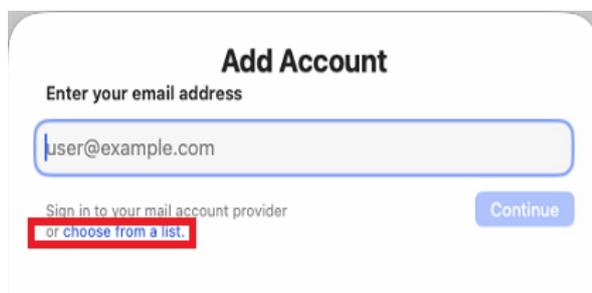


Mac Mail (POP3) - Manual Setup Guide

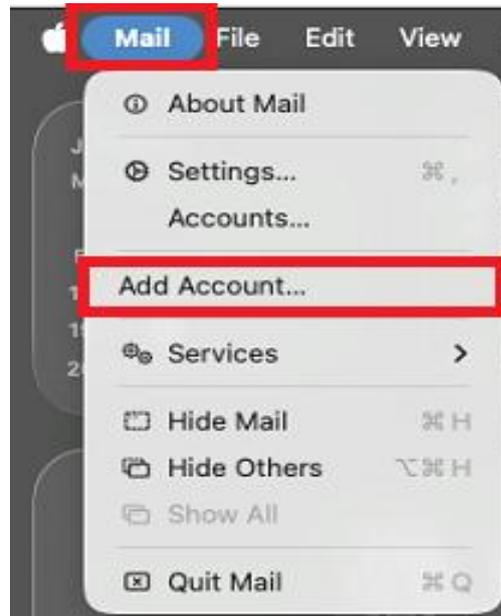
Settings Overview

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:	POP3
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
Incoming/Outgoing Authentication	Password
Incoming server POP3 (port):	995
Incoming server encrypted connection:	TLS/SSL
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	TLS/SSL

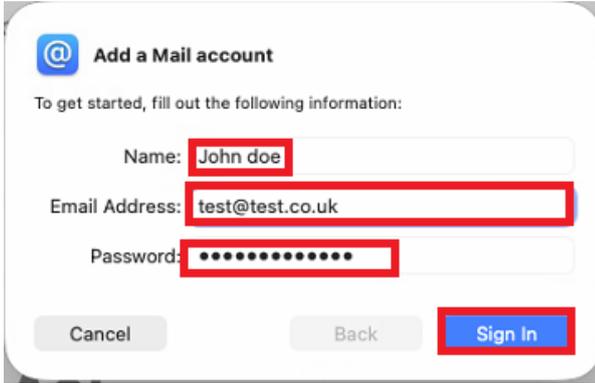
1. When the email application is opened for the first time you will see a window asking you to **"Add Account"**. Click **"Choose from a List"** and then click **"Other Mail Account"**



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”**.

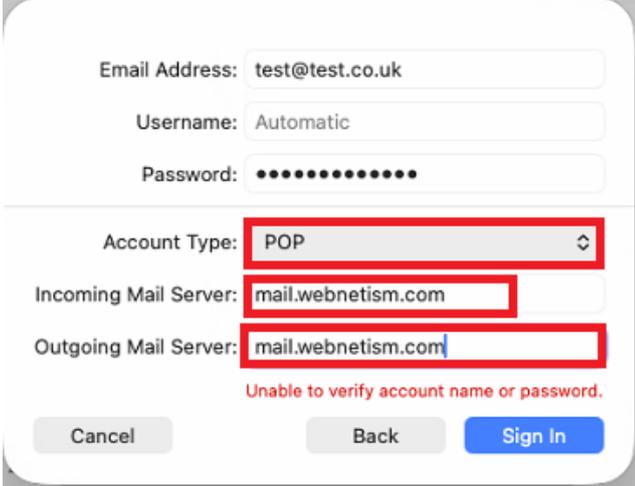
A screenshot of the 'Add a Mail account' form. The form has a title '@ Add a Mail account' and a subtitle 'To get started, fill out the following information:'. There are three input fields: 'Name' with the value 'John doe', 'Email Address' with the value 'test@test.co.uk', and 'Password' with a masked password '.....'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Sign In'. The 'Sign In' button is highlighted with a red box.

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.

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

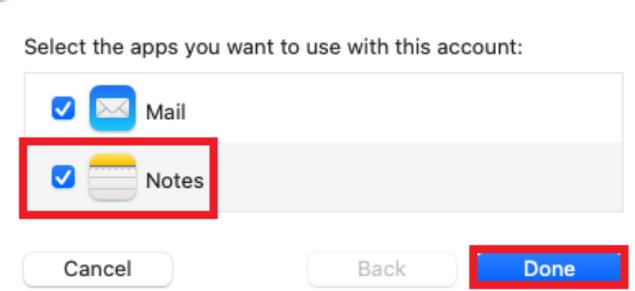


Account type: POP3

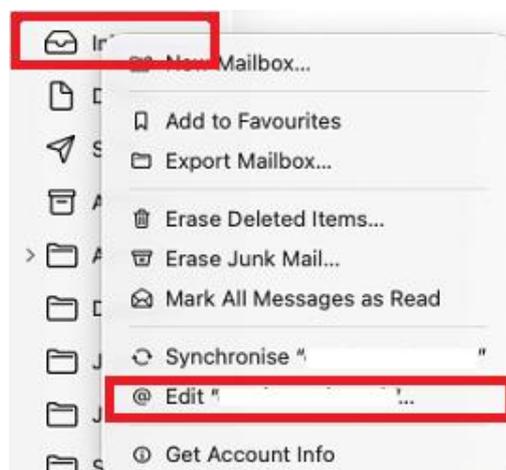
Incoming Mail Server: mail.webnetism.com

Outgoing Mail Server: mail.webnetism.com

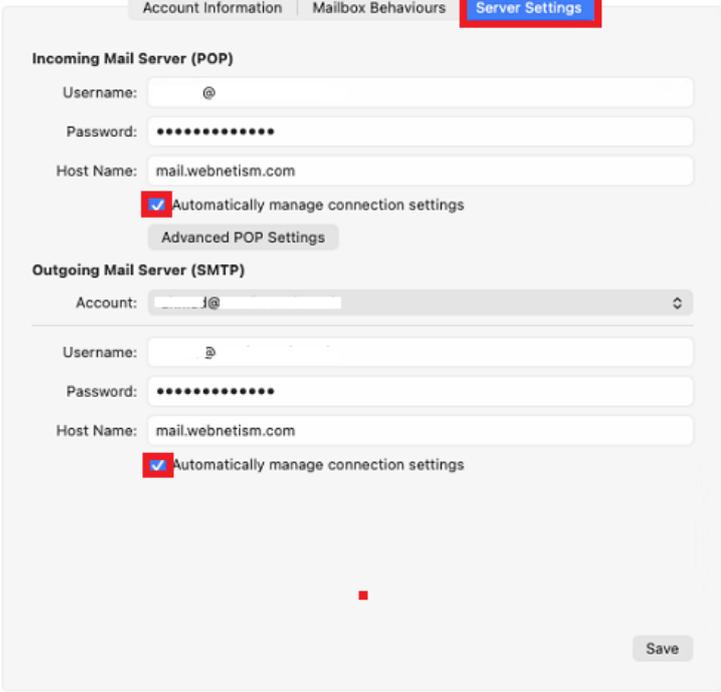
4. Tick **“Notes”** if you want to use them then click **“Done”**.



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 (POP)**” and “**Outgoing Mail Server (SMTP)**”.



Account Information | Mailbox Behaviours | **Server Settings**

Incoming Mail Server (POP)

Username: @

Password:

Host Name: mail.webnetism.com

Automatically manage connection settings

Advanced POP Settings

Outgoing Mail Server (SMTP)

Account:j@

Username: @

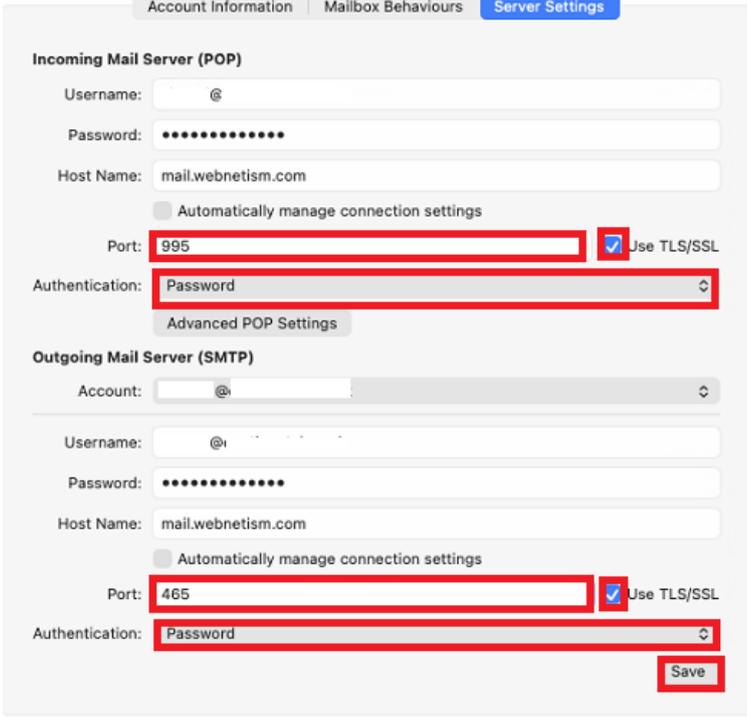
Password:

Host Name: mail.webnetism.com

Automatically manage connection settings

Save

1. Next enter the settings as below and click “**Save**”: **See Settings Overview for correct settings**



Account Information | Mailbox Behaviours | **Server Settings**

Incoming Mail Server (POP)

Username: @

Password:

Host Name: mail.webnetism.com

Automatically manage connection settings

Port: 995 Use TLS/SSL

Authentication: Password

Advanced POP Settings

Outgoing Mail Server (SMTP)

Account: @

Username: @

Password:

Host Name: mail.webnetism.com

Automatically manage connection settings

Port: 465 Use TLS/SSL

Authentication: Password

Save

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:	POP3
Incoming mail server:	mail.webnetism.com
Outgoing mail server (SMTP):	mail.webnetism.com
Incoming/Outgoing Authentication	Password
Incoming server POP3 (port):	995
Incoming server encrypted connection:	SSL/TLS
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	SSL/TLS