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"**
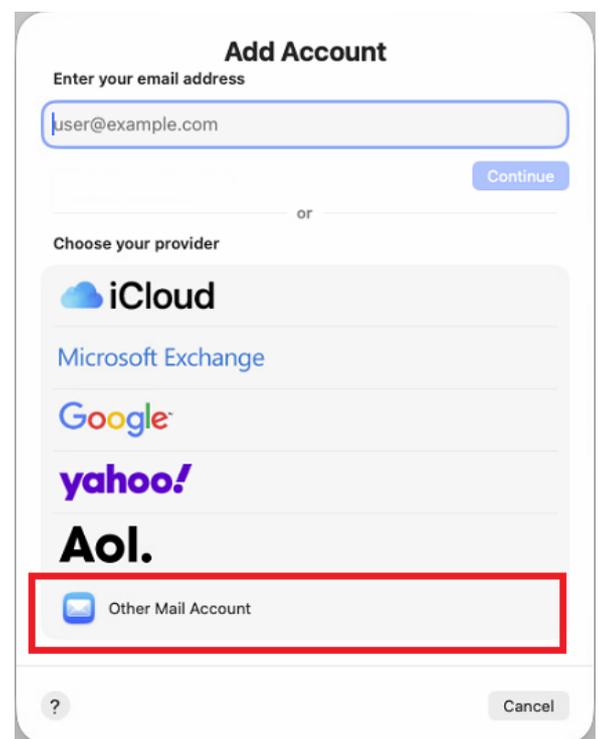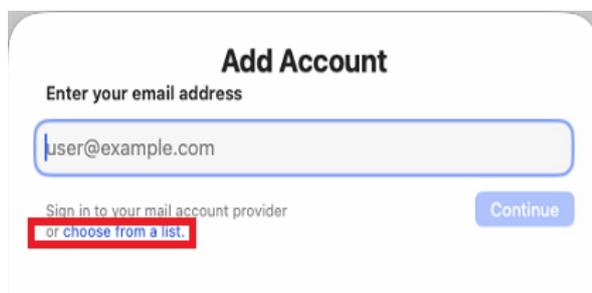
Alternatively, you can click the **"Mail"** drop-down from the menu bar and click the **"Add Account"** option and follow the same steps.
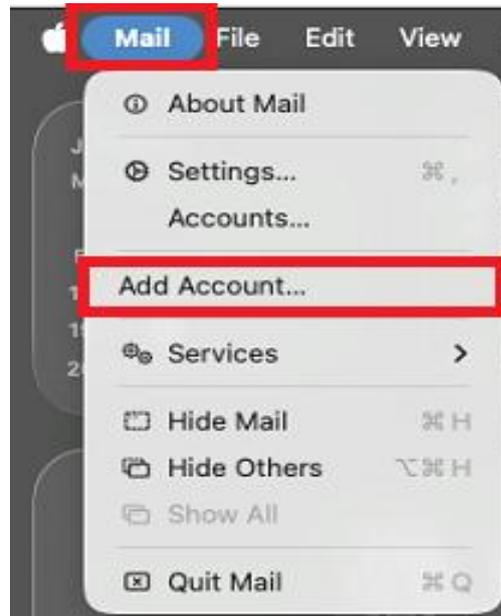
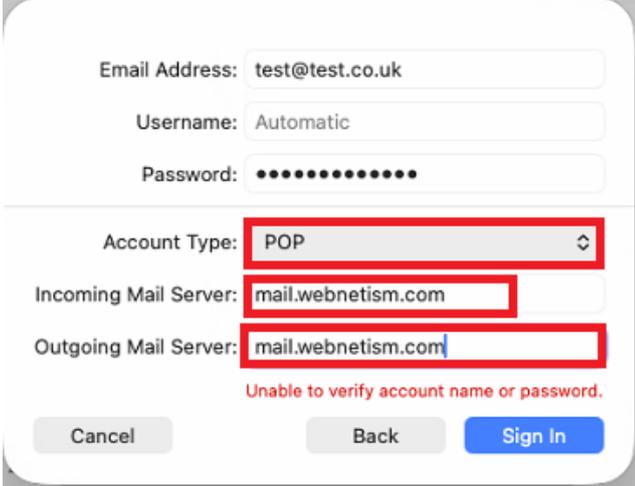2. Next, enter the below details and click **"Sign In".**
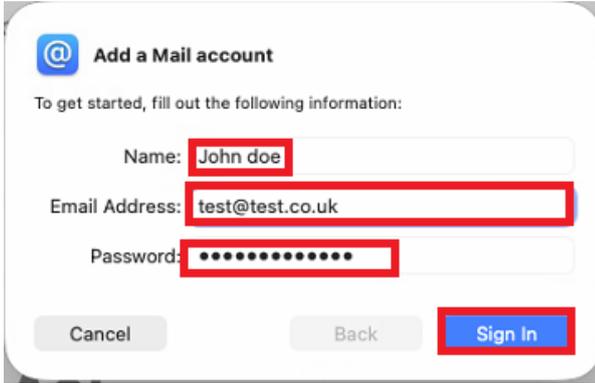
Name: Enter your full name.
Email address: Enter the email address you want to set up e.g.,
yourname@yourdomain.co.uk.
Password: Enter the password for your email.

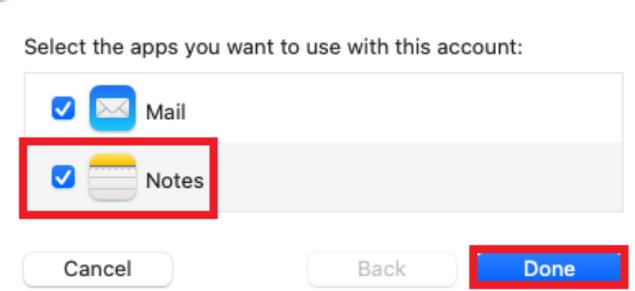3. Input the settings as below then click **"Sign In".**
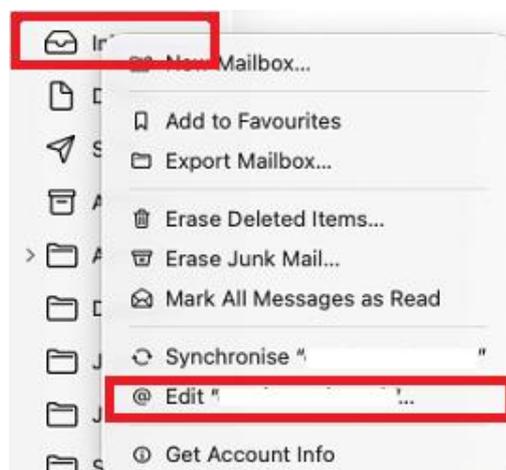

Account type: POP3
Incoming Mail Server: mail.webnetism.com
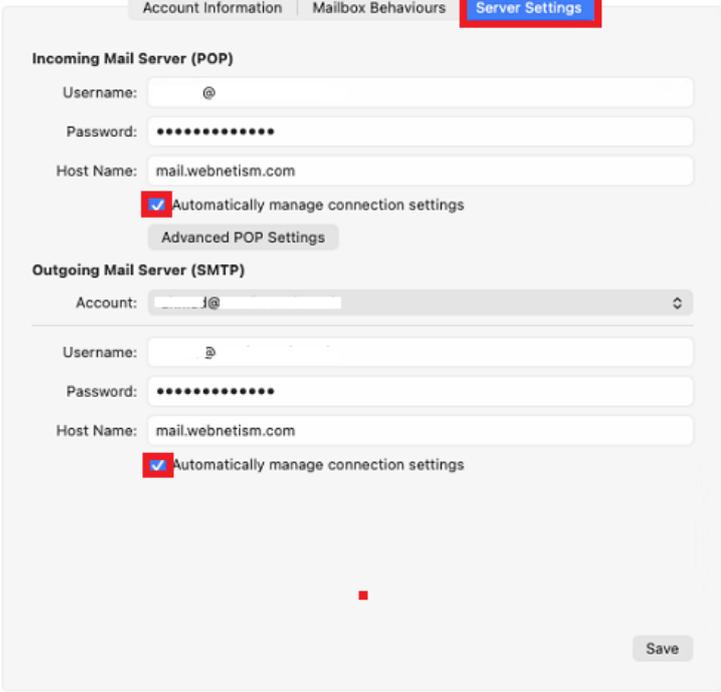**Outgoing Mail Server:** mail.webnetism.com

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)".**

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

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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