

Mac Mail Email Setup Guide

October 2023

Mac Mail - Automatically discover email

settings

1. When the email application is opened for the first time you will see window asking you for your preferred mail account provider, click "Other Mail Account..."

Choose a Mail account provider
 iCloud
 Microsoft Exchange
• Google ⁻
o yahoo!
 Aol.
Other Mail Account
? Cancel Continue

Alternatively, you can click the "Mail" drop-down from the menu bar and click the "Add Account" option which will open the same window.





2. Click the "Other Mail Account..." option and click "Continue".



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

Add a Mail account	
To get started, fill out the following	information:
Name: test	
Email Address: test@, _, `	
Password:	*****
Cancel	Back 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.
- 4. Input the below settings as below then click "Sign In".
 - Username: Enter the email address you want to set up e.g., yourname@yourdomain.co.uk.
 - Account type: IMAP
 - Incoming Mail Server: mail.webnetism.com
 - Outgoing Mail Server: mail.webnetism.com

Email Address:	test@
Username:	test@
Password:	•••••
Account Type:	IMAP 🔁
Incoming Mail Server:	mail.webnetism.com
Outgoing Mail Server:	mail.webnetism.com
Cancel	Back Sign In



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

Select the apps you want to use with this account:

🗸 🖂 Mail	
✓ ── Notes	
Cancel	Back Done



Appendix A – 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
My outgoing server (SMTP)	True (ticked): <i>Use same settings as my</i>
requires authentication	incoming mail server
Incoming server IMAP (port):	993
Incoming server encrypted	SSL
connection:	
Outgoing server SMTP (port):	465
Outgoing server encrypted	TLS
connection:	