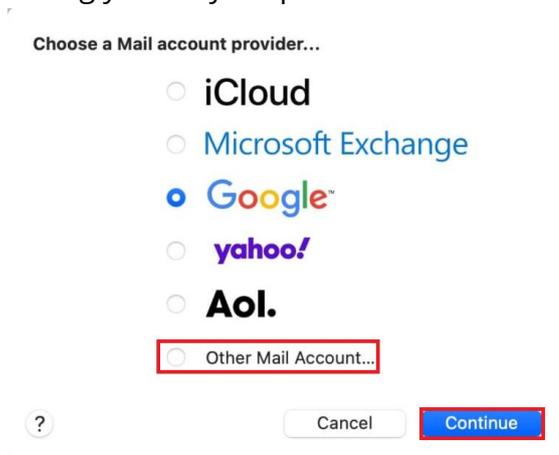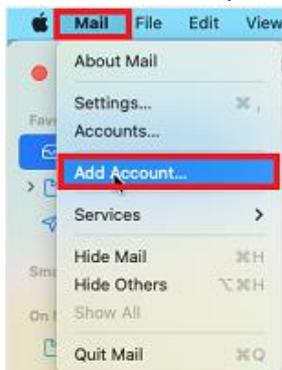# Mac Mail Email Setup Guide

October 2023

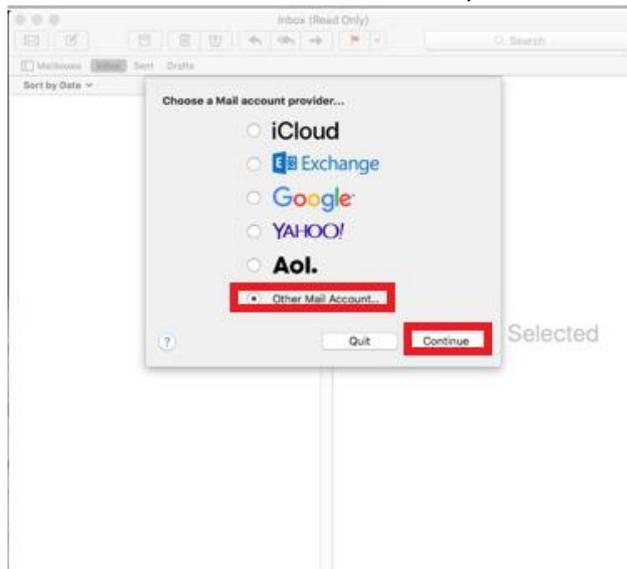## Mac Mail - Automatically discover email settings

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…"

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".

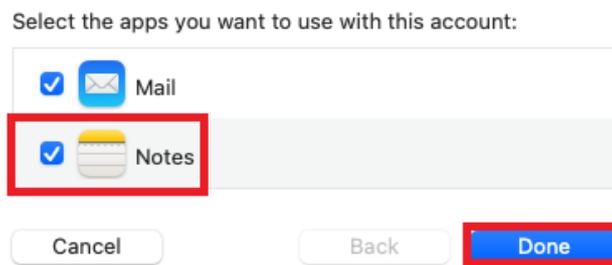3. Next, enter the below details and click "Sign In".

- **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

5. Tick Notes if you want to use them then click "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) requires authentication	True (ticked): *Use same settings as my incoming mail server*
Incoming server IMAP (port):	993
Incoming server encrypted connection:	SSL
Outgoing server SMTP (port):	465
Outgoing server encrypted connection:	TLS