

## Mac Mail Email Setup

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In this tutorial we will be guiding you through the process of configuring email on Mac Mail. We are using Mac Mail Version 10.2 on OS X . If you are using a different version or operating system, these instructions may differ.

### How do I find my email cluster?

In order to setup your email client, you will need to know which email cluster your account is hosted on. If you don't know this information, you can check with your email service provider, or try logging into webmail at:

#### Cluster A:

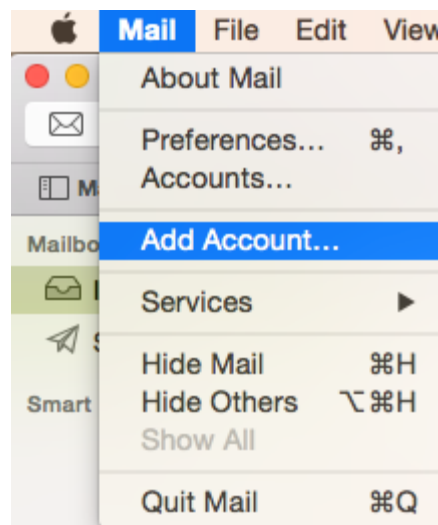
<http://mail.hostedemail.com>

#### Cluster B:

<http://mail.b.hostedemail.com>

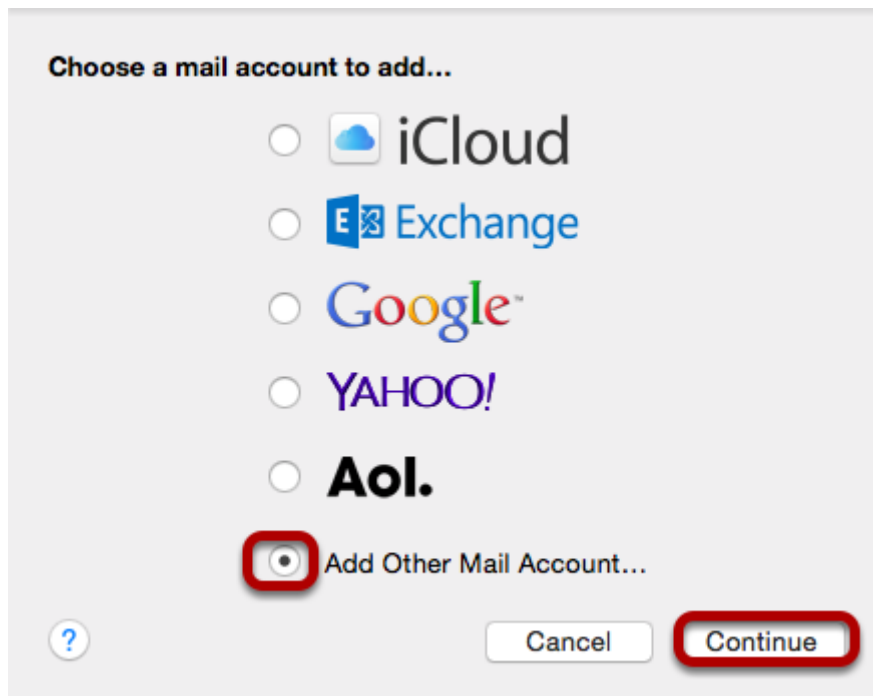
If you are able to successfully login to the webmail interface, then you have found your mail cluster. If you are not able to login to either cluster, please contact your email service provider for support.

### Step 1: Add Account



Launch Mac Mail, click on **Mail** and then select **Add Account**.

## Step 2: Select Account Type



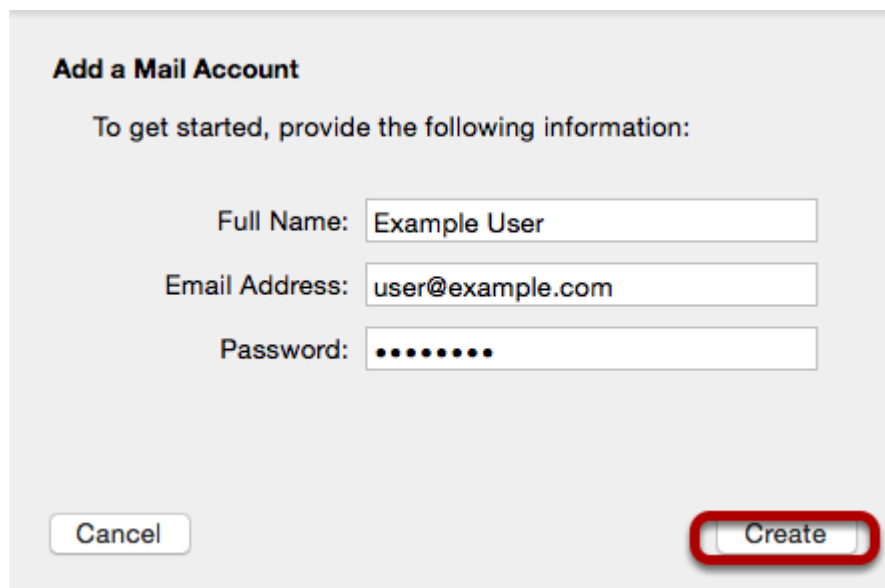
Choose a mail account to add...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Add Other Mail Account...

? Cancel Continue

Choose **Add Other Mail Account** and click **Continue**.

## Step 3: Enter Account Information



**Add a Mail Account**

To get started, provide the following information:

Full Name:

Email Address:

Password:

Cancel Create

Enter the following information:

### **Full Name:**

This is the name that will appear on all outgoing mail from this account.

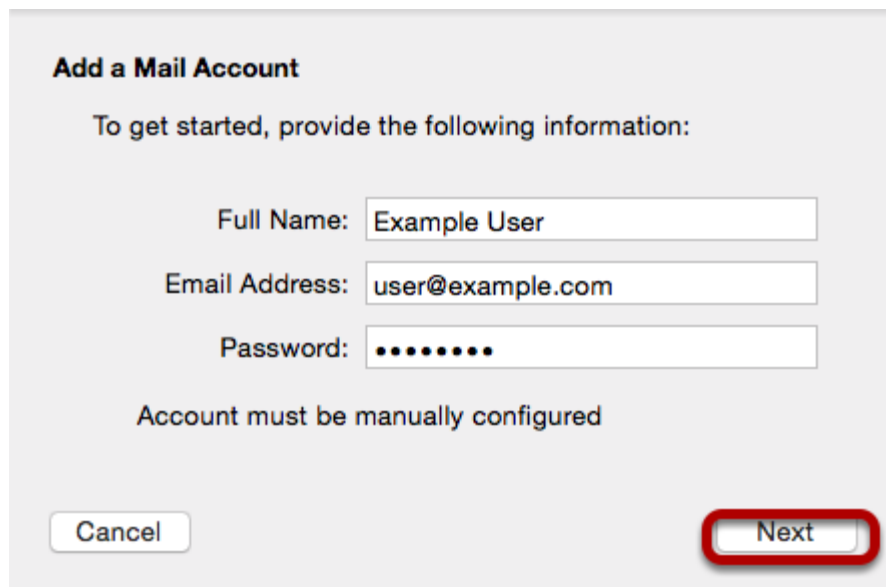
**Email Address:**

The full email address of your account.

**Password:**

The password of your email account.

Then click **Create**.

**Step 4: Manually Configure Account**

**Add a Mail Account**

To get started, provide the following information:

Full Name:

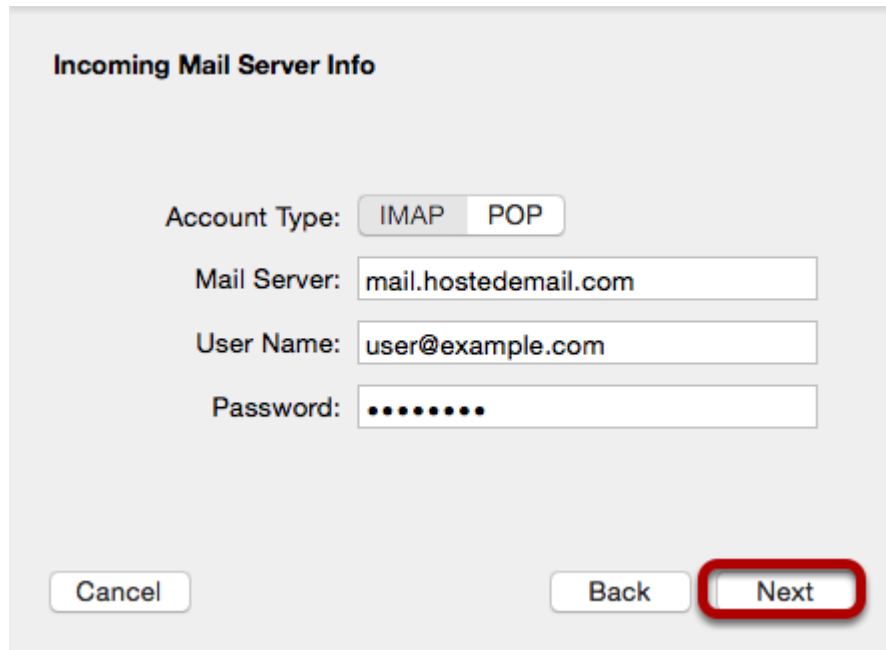
Email Address:

Password:

Account must be manually configured

The system will prompt you that manual account configuration is required. Click **Next**.

## Step 5: Enter Incoming Mail Server Information



**Incoming Mail Server Info**

Account Type:  IMAP  POP

Mail Server:

User Name:

Password:

Enter the following information:

**Account Type:**

We recommend IMAP.

**Mail Server:**

mail.hostedemail.com (Cluster A) or mailb.hostedemail.com (Cluster B)

**User Name:**

Your full email address.

**Password:**

Your email account password.

## Step 6: Enter Incoming Server Port Information

**Incoming Mail Server Info**

Path Prefix:

Port:   Use SSL

Authentication:

Enter the following information

**Port:**

993 (IMAP or 995 (POP))

Click **Next**.

## Step 7: Enter Outgoing Mail Server Information

**Outgoing Mail Server Info**

SMTP Server:

User Name:

Password:

Enter the following information:

**SMTP Server:**

mail.hostedemail.com (Cluster A) or mailb.hostedemail.com (Cluster B)

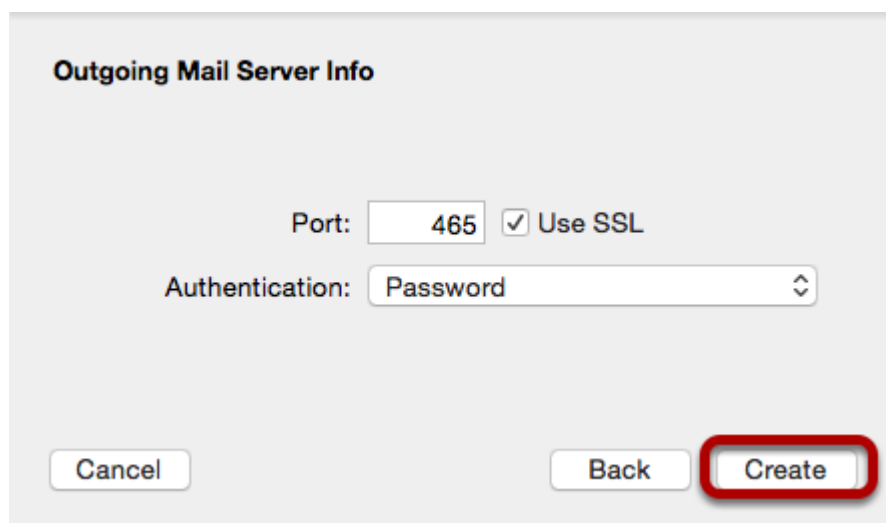
**User Name:**

Your full email address.

**Password:**

Your email account password.

**Step 8: Enter Outgoing Mail Server Port**



The screenshot shows a dialog box titled "Outgoing Mail Server Info". It contains the following fields and controls:

- Port:** A text input field containing the number "465".
- Use SSL:** A checked checkbox.
- Authentication:** A dropdown menu currently showing "Password".
- Buttons:** "Cancel", "Back", and "Create". The "Create" button is highlighted with a red border.

Enter the following information

**Port:**

465

Click **Create**.