

Email account setup in MacMail (SMTP/IMAP/POP3)

This tutorial shows you how to set up Apple Mail to work with your **mxb.w3i.email** email account. Before proceeding with the Apple Mail setup, you need to make sure that you have created a mailbox.

In order to set up your Apple Mail, follow the steps below:

1. From the Mail menu, select Preferences:



2. Go to the **Accounts** tab, and then click on **+** at the bottom of the Accounts box:



ð ,	Mail, Contacts & Calendars
Show All	Q mail contacts
Mail, Contacts & Calenda	rs sets up your accounts to use with Address Book, iCal,
iChat, Mail, and other ap	P5
Add Account	Microsoft
	🔯 Exchange
	mobileme
	mouncine
	Gmail
	YAHOO!
	*

3. In the Add Account window, enter your name, full email address and password for. Once done, click on **Continue**:

To get started, p	provide the following information:
Full Name	Your name
Email Address	Your email-Id
Password	
Cancel	Go Back Continue
Cancel	Go Back Continu



4.In the Incoming Mail Server screen, select POP or IMAP from the Account Type list and enter your details as follows:

	Account Type:	@ IMAP \$
11	Description:	(optional)
-	Incoming Mail Server:	mxb.w3i.email
	User Name:	Email-Id
OFR	Password:	
ERINO	Jonanaand	





Description: the name of your account

Incoming mail server (POP or IMAP): mxb.w3i.email User Name: full email address Password: password for your email account

Click **Continue** to proceed.

Checkmark Use Secure Sockets Layer (SSL) option and set Authentication to Password:

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6. In the Outgoing Mail Server screen, enter your details as follows:

Description: the name of this mail server

Outgoing mail server: mxb.w3i.email (same as incoming) Use only this server: should be checked

Use Authentication: should be checked User Name: full email address Password: password for your email account

Click **Continue** once filled:

0.0.0	Description:	decription
11	Outgoing Mail Server:	mxb.w3i.email ✓ Use only this server
N.	Use Authentication	
O FR	User Name:	Your Email-id
	Password:	••••
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7.You will see Account Summary with all your details. Check Take

Account Online box and click Create:

www	Account Description: Email-id
Mr.	Full Name: Your Name
1	Email Address: Email-Id User Name:
	Incoming Mail Server: mxb.w3i.email
O FR	SSL: on
10	Outgoing Mail Server: mxb.w3i.email
	SSL: on
ERTINO	
- Add	Take account online
RERUNO	Take account online





8.When you create and send your first email, a message saying Change prefix to INBOX appears. Set to Don't change.

Once your account has been created, you will be able to choose additional settings for IMAP or POP3 incoming/outgoing server

9. For outgoing server (SMTP), click on your account under Accounts. In Account Information find Outgoing Mail Server (SMTP) field and then select Edit SMTP server list option:

00	Accounts
General Accounts RSS RSS	Junk Mail Fonts & Colors Viewing Composing Signatures Rules
Accounts Acc	Junk Mail Ponts & Colors Viewing Composing Signatures Rules Account Information Mailbox Behaviors Advanced Account Type: POP Description: Description Email Address: Your Email-id Full Name: Your Name Incoming Mail Server: mxb.w3i.email User Name: Email-Id Password: None Outgoing Mail Server (SMTP) Description Gmail Edit SMTP Server List





10. Here you can set the server and specify the port:

Outgoing server (SMTP): port 465 with SSL

Use Secure Sockets Layer (SSL): should be checked

000		Accounts		
ieneral Account	RSS Junk Mail F	Conts & Colors Viewing	Composing Signatures Rules	
Accounts	Description S	erver Name	In Use By Account	
IMAP	Description	mxb.w3i.email	Domain	
	+-		terrer Last - Sampler	
		O Use default ports (Advanced 25, 465, 587)	-1
		● Use custom port:	465	
	Authentication	Password	+	•
	User Name	Your Email-id		
	Fassword			
+ -	?		Cancel OK	?



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 For incoming server (IMAP/POP) click on your account under Accounts and go to Advanced tab.

For **IMAP** use the following settings:

Port: port 993 with SSL, or 143 without SSL **Use SSL:** select it when applicable

Authentication: set to Password

For **POP3** protocol use the following settings:

Port: port 995 with SSL, or 110 without SSLUse SSL: select it when applicableAuthentication: set to Password



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000	Accounts		
General Accounts RSS	Junk Mail Fonts & Colors Viewing Composing Signatures Rules		
Accounts Domain IMAP	Account Information Mailbox Behaviors Advanced Include when automatically checking for new messages Include when automatically checking for new messages Compact mailboxes automatically Keep copies of messages for offline viewing: All messages and their attachments All messages and their attachments Check with your system administrator before changing any of the advanced options below: IMAP Path Prefix: Port: 143 Use SSL Authentication: Password Image: Decommand if the server supports it		

That's it

