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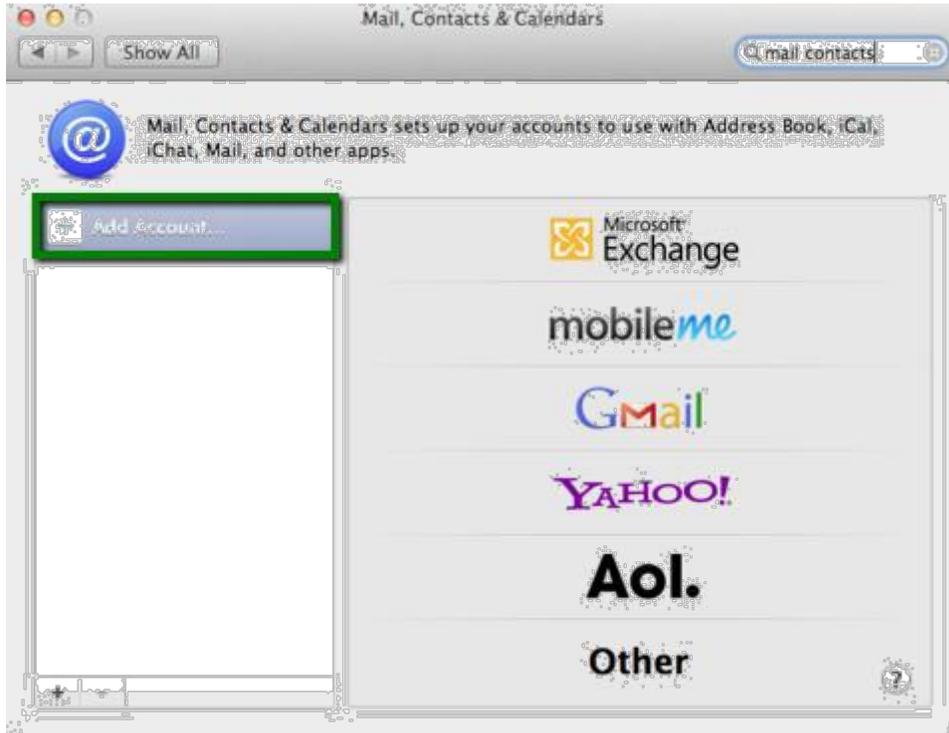
3.In the Add Account window, enter your name, full email address and password for. Once done, click on **Continue**:

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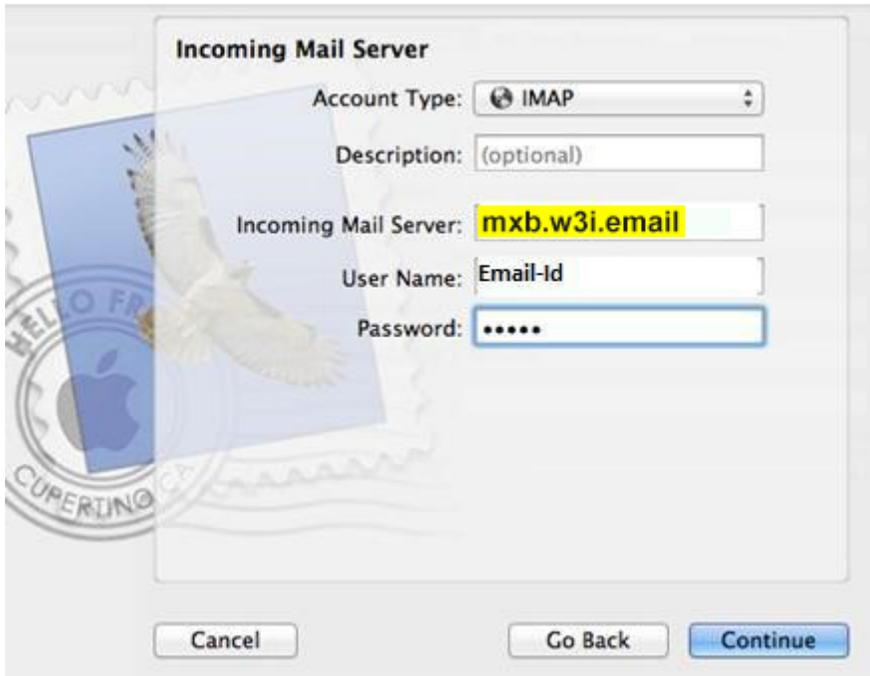
Description: the name of your account

Incoming mail server (POP or IMAP): <mark>mxb.w3i.email</mark>

User Name: full email address

Password: password for your email account

Click **Continue** to proceed.

<mark>5. Checkmark **Use Secure Sockets Layer (SSL)** option and set Authentication to **Password**:</mark>

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:

7.You will see Account Summary with all your details. Check Take Account Online box and click Create:

Account Summary

Account Description: Email-id
Full Name: Your Name
Email Address: _____
User Name: Email-Id

Incoming Mail Server: mxb.w3i.email
SSL: on

Outgoing Mail Server: mxb.w3i.email
SSL: on

☑ Take account online

Cancel   Go Back   Create

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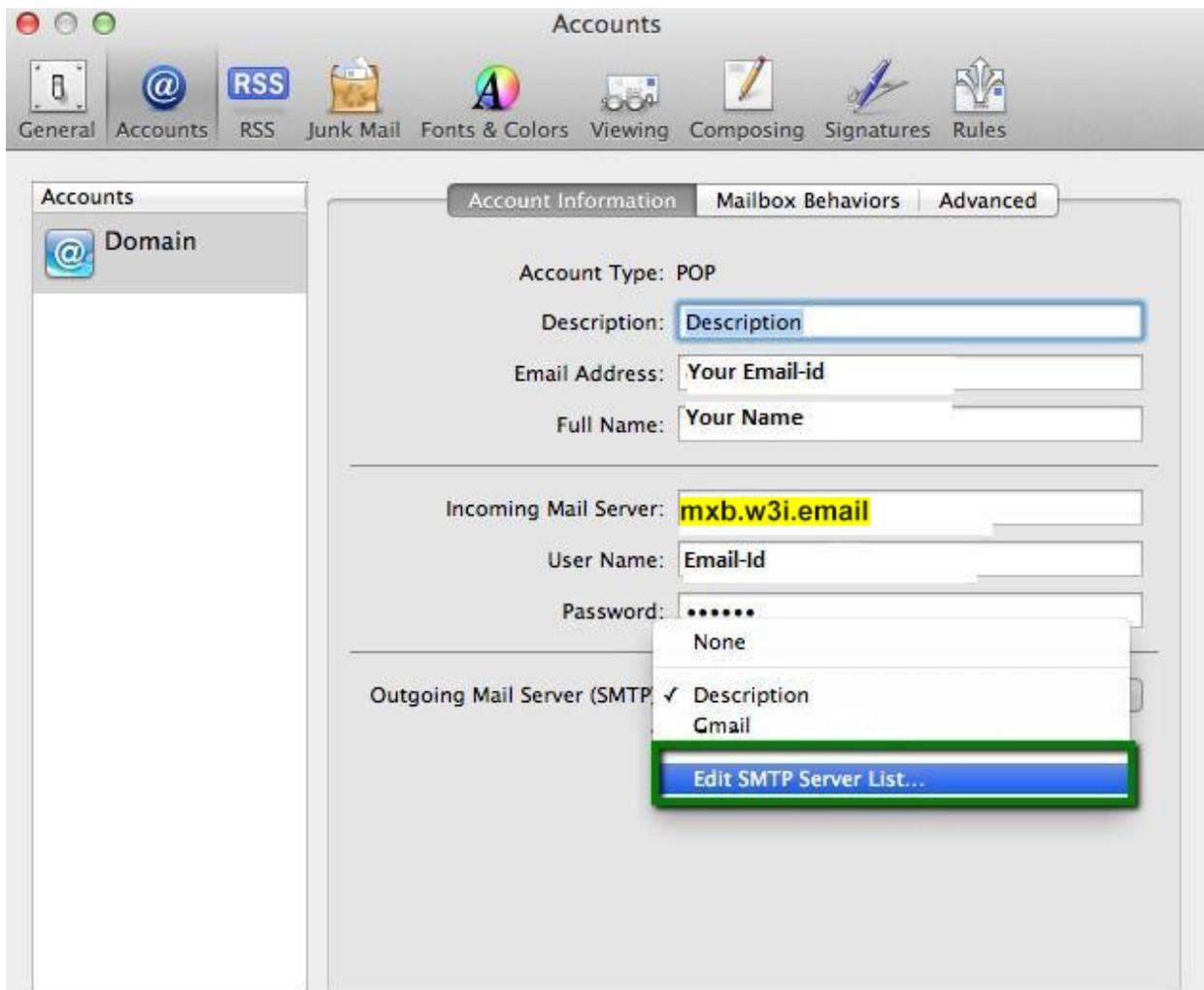
10. Here you can set the server and specify the port:

Outgoing server (SMTP): port 465 with SSL

Use Secure Sockets Layer (SSL): should be checked
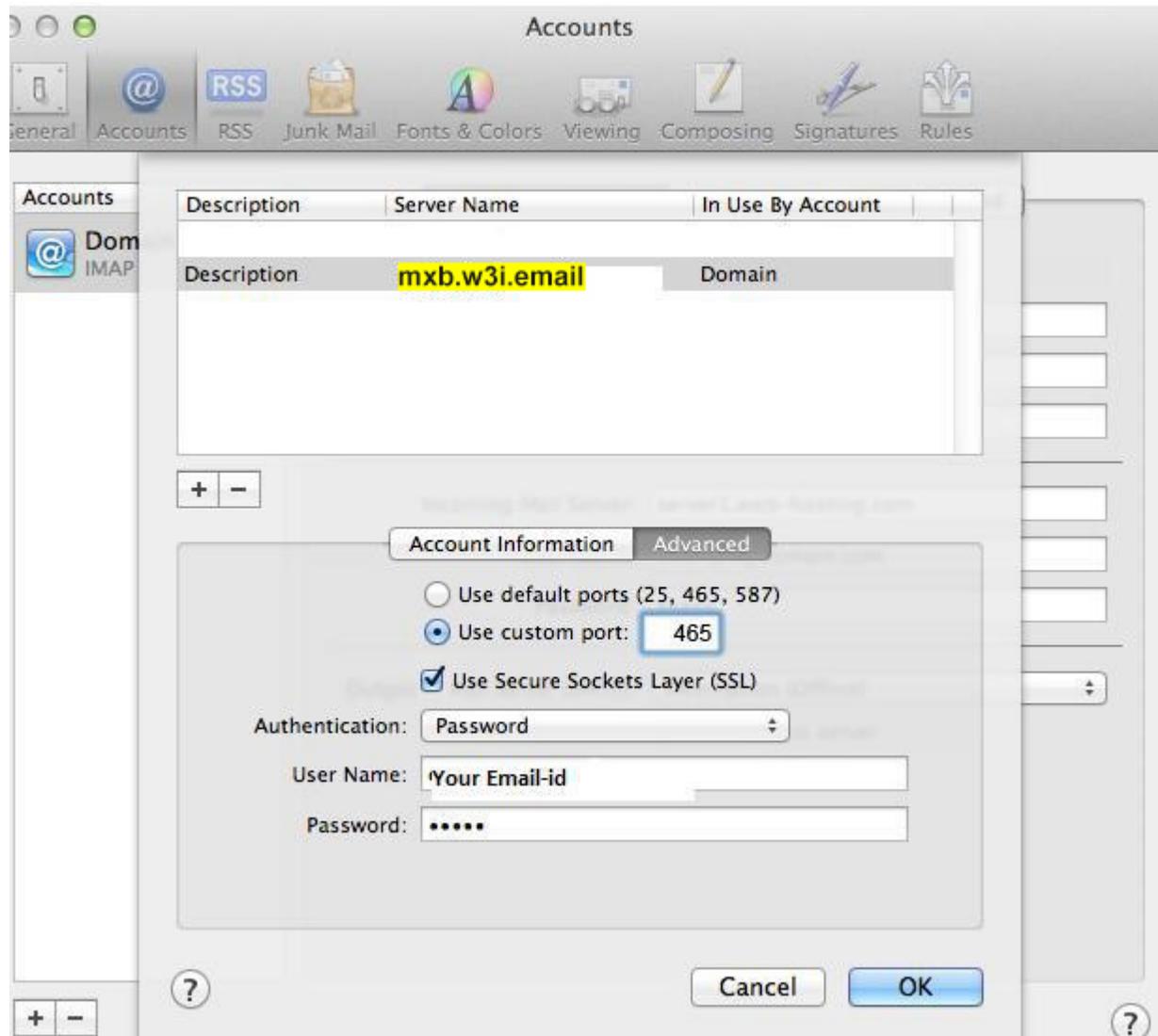
11. For incoming server (IMAP/POP) click on your account under Accounts and go to Advanced tab.

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 SSL

Use SSL: select it when applicable

Authentication: set to Password

That's it