Setting up Mac OS X Mail

Mail is the default email program that comes with Mac OS X. You can configure it to access your email account by following these instructions.

Before starting, to avoid errors while setting up Mail, make sure that you are connected to the Internet. If you cannot be connected to the Internet, you may still set up Mail, but additional steps will be required.

1. In the Dock, click on the Mail icon (the icon that looks like a postage stamp).

2. If this is the first time you've opened the Mail application, you will immediately be brought to the New Account setup assistant. Click the Continue button at the bottom right and skip to step 6 below.

3. If you've opened Mail before, wait for Mail to open then click on the Mail menu at the top left of your screen and select Preferences.
4. Click on the Accounts icon at the top of the window.
5. Click on the plus sign (+) at the bottom left of the window, circled in the example below.
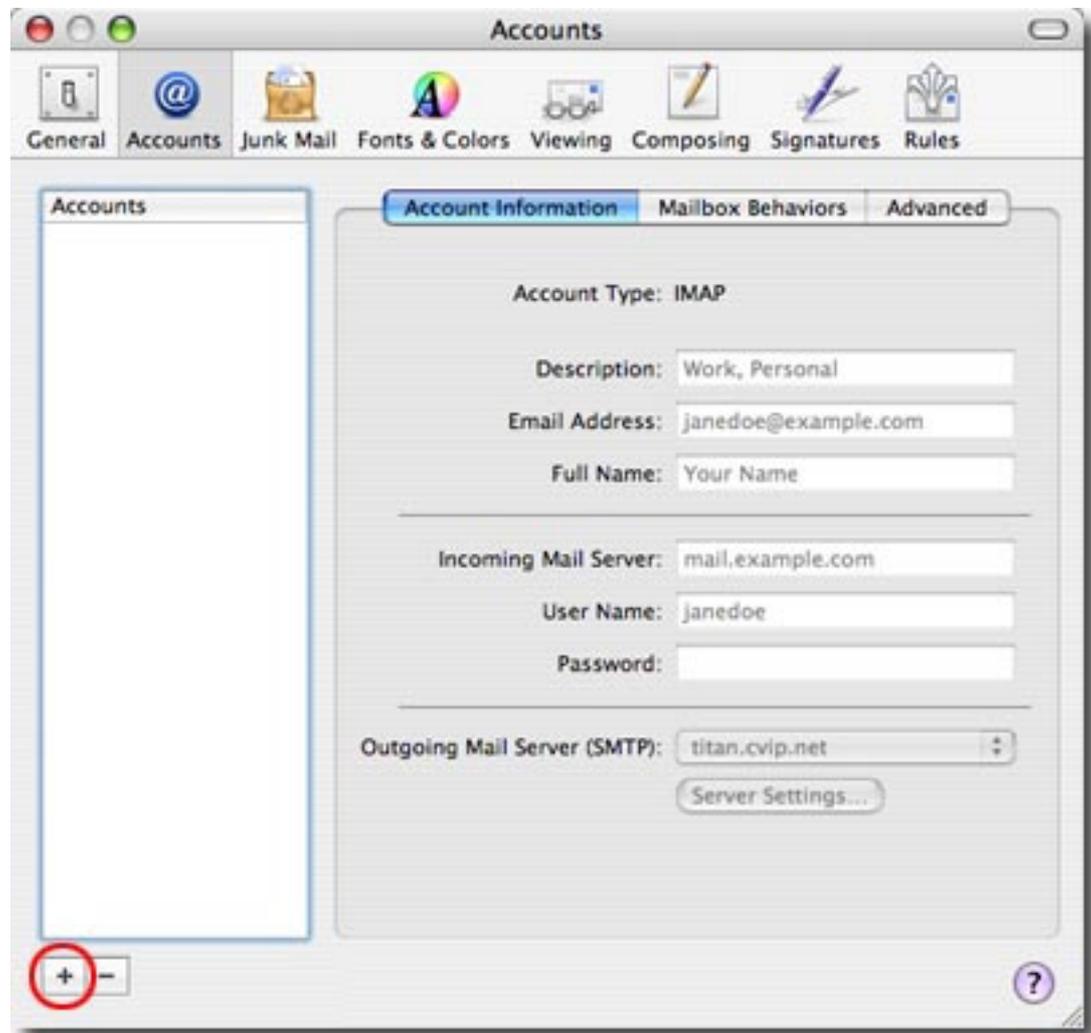
6. In the General Information area, set the Account Type to POP.
Enter Main Account (or a description of your choosing) for the Account Description.
Enter your name in the Full Name field.
Enter your e-mail address in the Email Address field. The window should now look like the example below. Click the Continue button.

7. In the Incoming Mail Server area, enter mail.yourdomain.com.au, substituting yourdomain with your actual domain name.
Enter your username into the User Name field.
Enter your password in the Password field. The window should look like the example below.

Click the Continue button.

If you get an error like the example below, this either means you are not connected to the Internet or that your e-mail username or password are incorrect. Try retyping both of them making sure the "Caps Lock" key on your keyboard is not on.

Click the Continue button and go on to step 8.

8. In the Outgoing Mail Server area, enter mail.yourisp.com.au in the Outgoing Mail Server field. The window should look like the example below. Check with your specific ISP for exact Incoming/Outgoing server settings.

Click the Continue button.

9. The Account Summary area should look like the example below. Click the Continue button.

10. The New Account window will now show a Conclusion area. If this is the first time you've opened Mail, you'll see the Import Mailboxes button. If you've opened Mail before, you will only see the Create Another Account button. Click the Done button.


11. If this is the first time you've opened Mail, you will see the Welcome dialog box below. You will not see this Welcome dialog if you've opened Mail before.

12. IMPORTANT: In the Accounts window, click on the newly created Account listed on the left, then Advanced.

If you only check your mail from one computer/mobile device, change the drop menu menu under Remove Copy from server after retrieving a message: to Right away.

If you check your mail from more than one computer/mobile device, change the drop menu menu under Remove Copy from server after retrieving a message: to After one day.
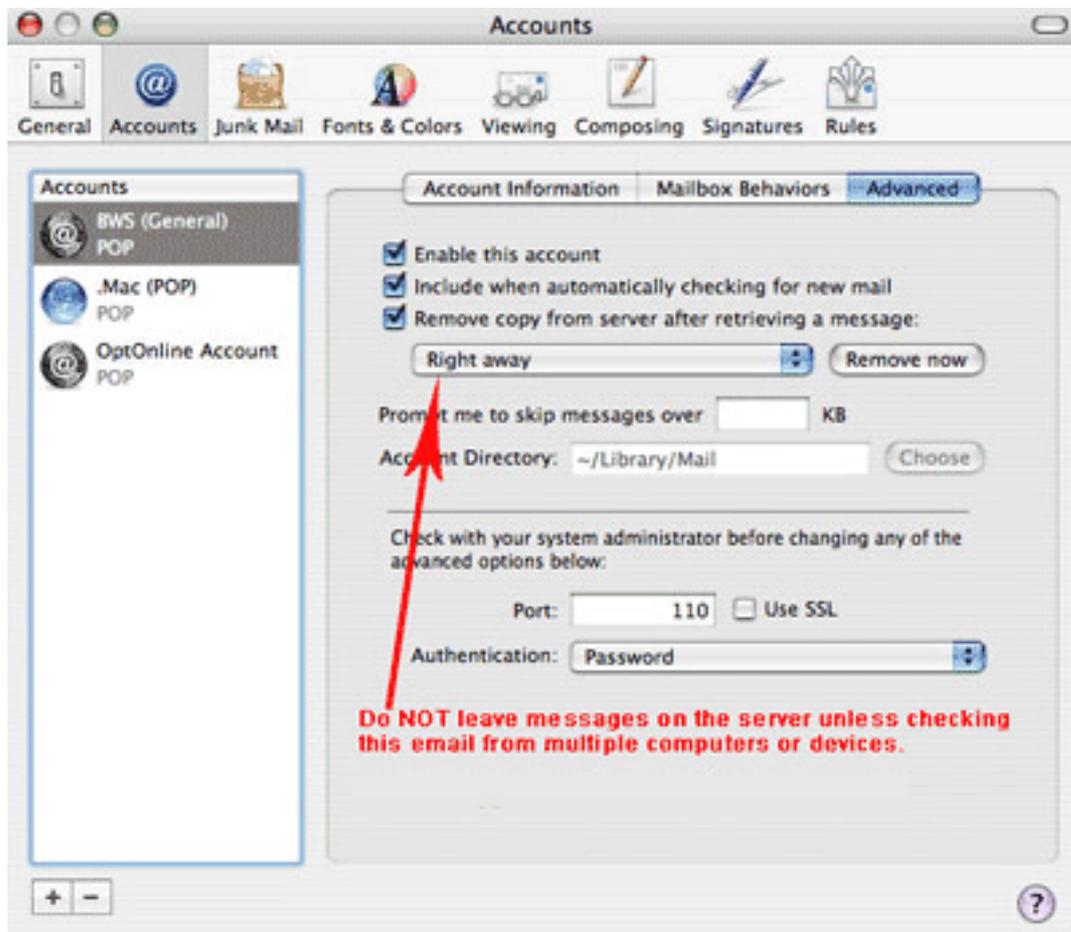
13. Click the red close bubble button at the top left of the Accounts window to close it. Mail is now configured to send and receive e-mail.