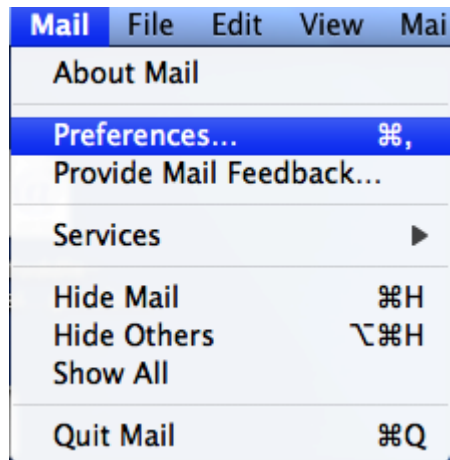


Apple Mac Email Set-up

How to set-up a new mailbox on Apple Mail (also applies to manual set-up on any Email client).

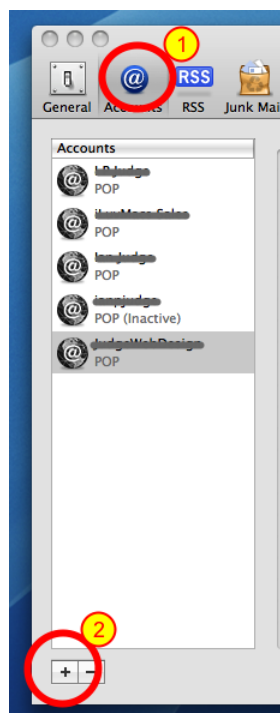
Note that this guide shows Mail in Mac OS X 10.5, but the set-up is similar in other Mac OS X versions, and the details the same for other email clients.

Mail Preferences



Select 'Preferences' from the 'Mail' menu bar.

Create New Account



- 1) Select the 'Accounts' icon
- 2) Click the '+' button to add an account

Add Account

Add Account

You'll be guided through the necessary steps to set up an additional mail account.

To get started, fill out the following information:

Full Name: 1

Email Address: 2

Password: 3

Cancel Go Back Continue 4

- 1) Your name
- 2) New email address
- 3) Password (as supplied by **Kingsbridge Websites**)

Incoming Mail Server

Incoming Mail Server

Account Type: 1

Description: 2

Incoming Mail Server: 3

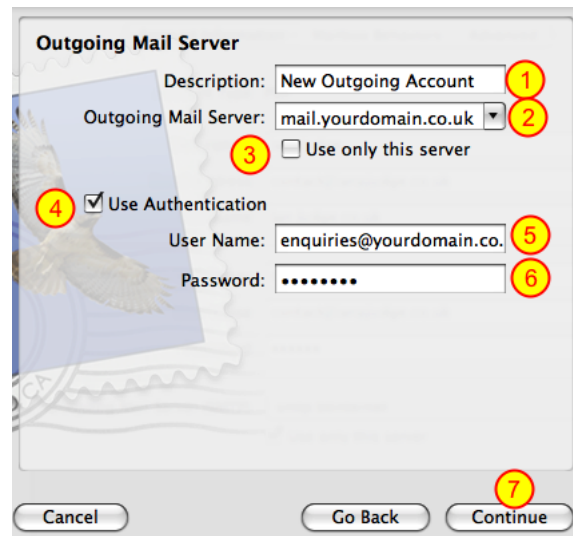
User Name: 4

Password: 5

Cancel Go Back Continue 6

- 1) Select 'POP' for Account Type
- 2) Description for your new mailbox.
- 3) mail.yourdomain.co.uk
- 4) Your new email address
- 5) Password (as supplied by **Kingsbridge Websites**)

Outgoing Mail Server



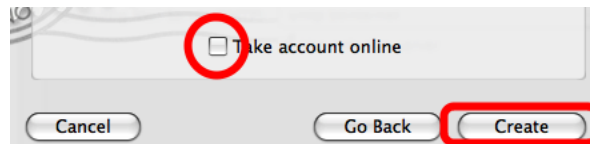
The screenshot shows the 'Outgoing Mail Server' configuration window. It contains the following fields and options:

- Description: New Outgoing Account (1)
- Outgoing Mail Server: mail.yourdomain.co.uk (2)
- Use only this server (3)
- Use Authentication (4)
- User Name: enquiries@yourdomain.co. (5)
- Password: •••••••• (6)

At the bottom, there are three buttons: Cancel, Go Back, and Continue (7).

- 1) Description of your new Outgoing account.
- 2) Same as Incoming Mail Server
- 3) Tick if required
- 4) Tick this box
- 5) Same as Incoming Mail Server
- 6) Same as Incoming Mail Server

Create Account



The screenshot shows the 'Create Account' window. It contains the following elements:

- Take account online (circled in red)
- Buttons: Cancel, Go Back, and Create (circled in red)

Tick the box to take account online, then press the 'Create' button.