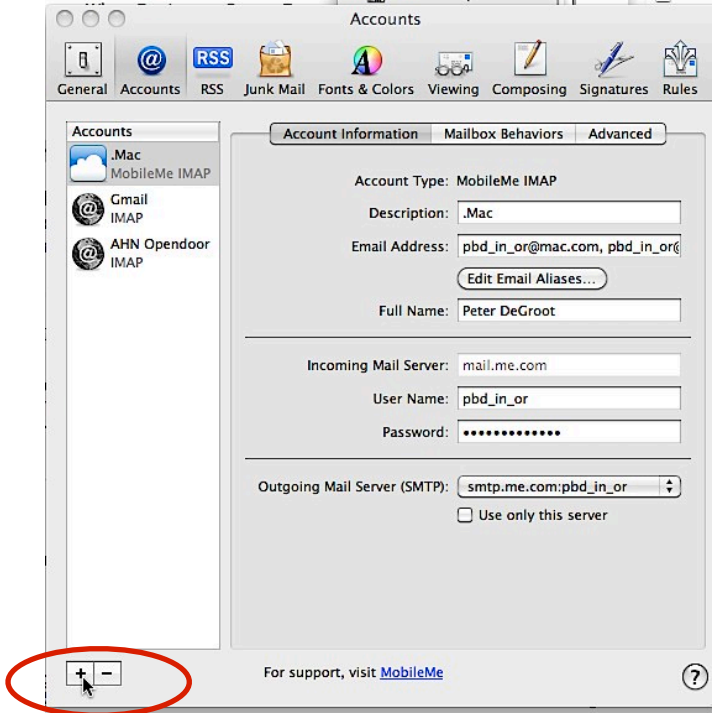# Setting up an Apple Mail account – an example
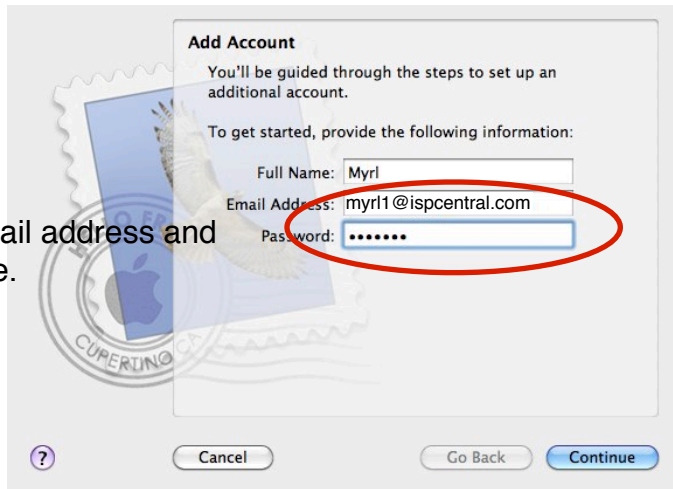
First of all

Contact your email provider beforehand and set up your desired email address and password.

Also get the type of account (POP or IMAP) and the names of the incoming and outgoing mail servers.

Next, go to Mail/Preferences and click on Accounts

Click on the + sign

Enter your email address and password here.

Then click on Continue

Choose Pop or IMAP

This is what will appear in the list of Accounts in Mail Preferences

Get the name of the *incoming* mail server from your email provider and enter here
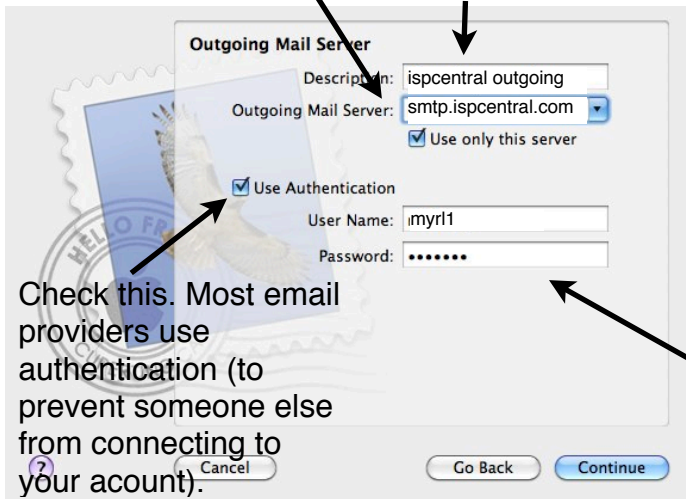

Then click on Continue

Mail will test the connection and continue

If you get this message, continue with Setup Manually

Mail cannot send your password securely to the server.

You can continue without a secured password, which could put your password at risk. Alternatively, you can manually set up your account.

Do you want to continue without a secured password?

(Setup Manually)   (Cancel)   (Continue)

Password: •••••••

⚙ Checking login for "mbishop"...
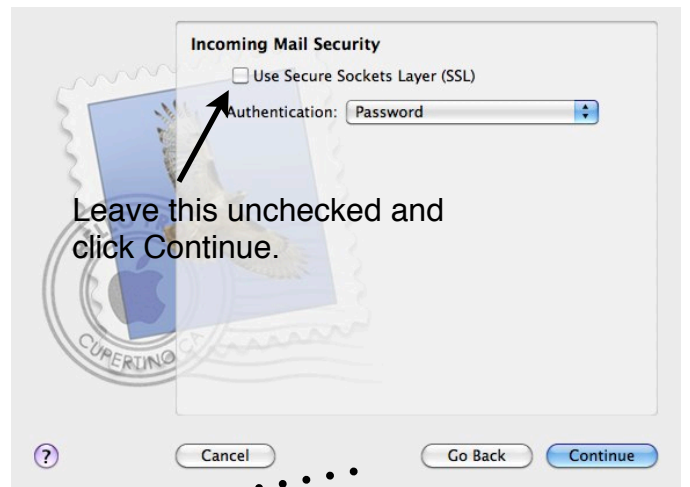
(?)   (Cancel)   (Go Back)   (Continue)

Get the name of the *outgoing* mail server from your email provider and enter it here (sometimes it will be the same as the incoming)
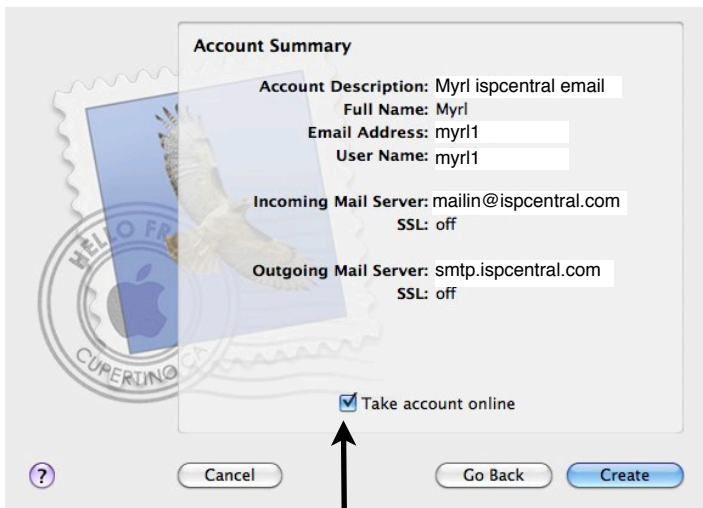
The description is optional

Incoming Mail Security

☐ Use Secure Sockets Layer (SSL)

Authentication: [Password ▼]

Leave this unchecked and click Continue.

(?)   (Cancel)   (Go Back)   (Continue)

Outgoing Mail Server

Description: ispcentral outgoing
Outgoing Mail Server: [smtp.ispcentral.com ▼]
☑ Use only this server

☑ Use Authentication

User Name: ɪmyrl1
Password: •••••••

Check this. Most email providers use authentication (to prevent someone else from connecting to your acount).

(Cancel)   (Go Back)   (Continue)

Then click Continue

The only differences with the Manual Set Up are the above screen, and that you will have to manually fill in the User Name and the Password under "Use Authentication" in the next screen.

Account Summary

Account Description: Myrl ispcentral email
Full Name: Myrl
Email Address: myrl1
User Name: myrl1

Incoming Mail Server: mailin@ispcentral.com
SSL: off

Outgoing Mail Server: smtp.ispcentral.com
SSL: off

☑ Take account online

(?)   (Cancel)   (Go Back)   (Create)

Make sure this is checked, then click Create