Configuring Mail for your email account (Mac OS X v10.5 and later)

Summary

The Mail application will usually be able to automatically configure your email accounts so that you can send and receive email in Mac OS X. If it cannot automatically configure itself for your account(s), you may need to get some information from your email service provider by using the "cheat sheet" in this article.

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Products Affected

Mac OS X 10.5, Mac OS X 10.6, Mail

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Note: You should make note of your email settings--see the cheat sheet below. Contact your email service vendor and note all of the details needed to fill in your settings. During the setup process, you will need these details to complete the setup process. You can either print the sheet and write on it, or paste it into a text document and fill it in on your Mac. Keep the sheet for later reference in case you need it.

1. Open Mail (click it on the Dock or open it from the Applications folder).
2. If the "Welcome to Mail" assistant does not appear, choose **Add Account** from the **File** menu.
3. Fill in the Full Name, Email address, and Password fields.

   Note: Your email account password will be stored in Keychain to allow you to automatically log in to your email account when you open Mail.
4. Deselect "Automatically set up account" if it is enabled. Click Continue to proceed.
5. Choose the proper Account Type.
6. Give your account a useful description, such as "Anne's Gmail account" or "Juan's Yahoo! email account". It can be called whatever you want.
7. Enter your Incoming Mail Server, User Name and Password. Click Continue to proceed.
8. If prompted, enter your Incoming Mail Security settings. Click Continue to proceed.
9. For Outgoing Mail Server, a useful description such as "Gmail Outgoing Mail Server" or "Yahoo! Outgoing Mail Server".
10. Enter the Outgoing Mail Server details.
11. If necessary, select "Use Authentication" and enter your User Name and Password. Click Continue to proceed.
12. If prompted, enter your Outgoing Mail Security settings. Click Continue to proceed.
13. Verify your settings in the Account Summary. Check "Take account online". Click "Create" to complete the process.

After completing these steps you should be able to send and receive email via this account. If you can't send or receive email, contact your ISP for assistance (even if you don't use your ISP's email service), or visit any online help or support websites they offer. Have your email settings on hand to inform the ISP support of the needs of your email service provider.

Email account settings "cheat sheet"

Click this link to display a PDF of the cheat sheet, which you can print. If you use the custom PDF, you can fill it in electronically on your Mac (then print it), or you can print it as is and fill it in by hand. Printing the sheet gives you a hard copy to refer to later. Print the sheet from Preview for best results.

Once all the questions are answered, you will have the email account settings information you need. Choose Add Accout the File menu (if this is the first time you've opened Mail, you will be prompted to add an account). Enter your Full Name, email address, and password.

After Mail checks for your email service provider, it will present email account settings fields for you to enter the email account settings you noted.

Account Information		
Questions	**Answers**	**Notes**
Full name:		Your name as you would like it to appear on messages you send, such as Tom Clark.
My email address:	YOUREMAIL	Such as tomclark@example.com.
My email provider:	Kendra	The name of your email service provider such as MobileMe, Yahoo, Gmail, Comcast, or AOL.
Incoming (POP or IMAP) mail server settings		
Questions	**Answers**	**Notes**
Account type: Choose one.	POP [ ] IMAP [X] Exchange IMAP [ ] Exchange 2007 EWS [ ] (see below)	Your provider will understand which Account type to select.
Description:		Used to title your inbox in Mail. Such as "Tom's email"
Incoming mail server hostname:	mail.kendra.com	Such as mail.example.com
Username:	Your Full e-mail address	Example: tomclark@example.com
Password:		Used to protect your email account. See this article to choose a good password.

Incoming server port number:	110	Your provider will understand which port to select.
Incoming server authentication method: Choose one.	**Password [X]** MD5 [ ] NTLM [ ] Kerberos [ ] None [ ]	Your provider will understand which authentication method to select.
Incoming mail server supports Secure Sockets Layer (SSL)?	Yes [ ] **No [X]**	Your provider may call this Transport Layer Security (TLS).

Outgoing (SMTP) mail server settings

Questions	Answers	Notes
Outgoing Mail Server:	Mail.kendra.com	Such as smtp.example.com
Outgoing server port: Choose one.	25 [ ] 465 [ ] **587 [X]** Other:	Your provider will understand which port to select.
The outgoing mail server supports Secure Sockets Layer (SSL):	Yes [ ] **No [X]**	Your provider may call this Transport Layer Security (TLS)
Outgoing server authentication type: Choose one	**Password [X]** MD5 [ ] NTLM [ ] Kerberos [ ] None [ ]	Your provider will understand which authentication method to select. If "**None**", ask for the Internet Service Provider off-network outgoing (SMTP) mail server settings to use when you are connected to the Internet from outside your ISP; for example, a WiFi hotspot at your local coffee shop. Use the next chart to denote these settings.

Internet Service Provider off-network outgoing (SMTP) mail server settings
Note: Only use this section if you checked "None" for Outgoing server authentication in the above section

Questions	Answers	Notes
Outgoing Mail Server:	Mail.kendra.com	Such as smtp.example.com
Outgoing server port: Choose one	25 [ ] 465 [ ] **587 [X]** Other:	Your provider will understand which port to select.
The outgoing mail server supports Secure Sockets Layer (SSL):	Yes [ ] **No [X]**	Your provider may call this Transport Layer Security (TLS)
Outgoing server authentication type: Choose one.	**Password [X]** MD5 [ ] NTLM [ ] Kerberos [ ]	