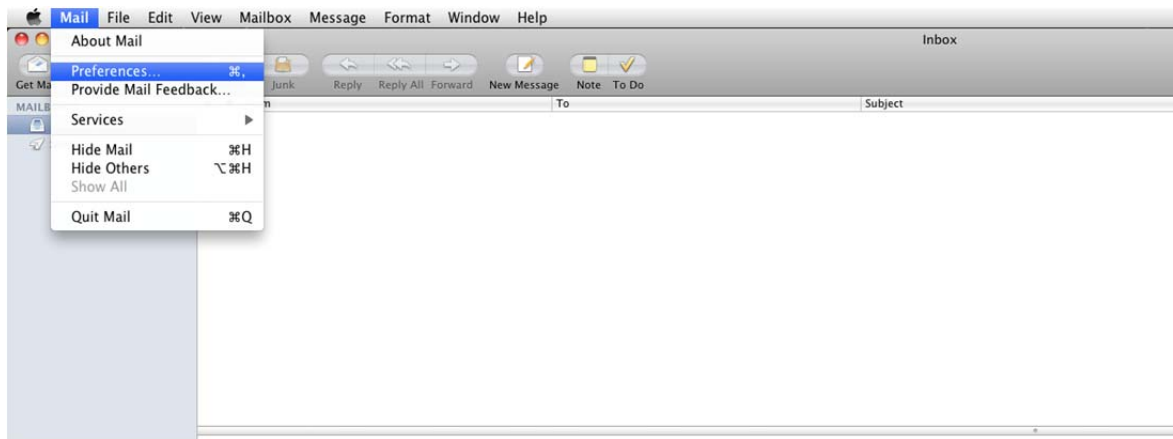
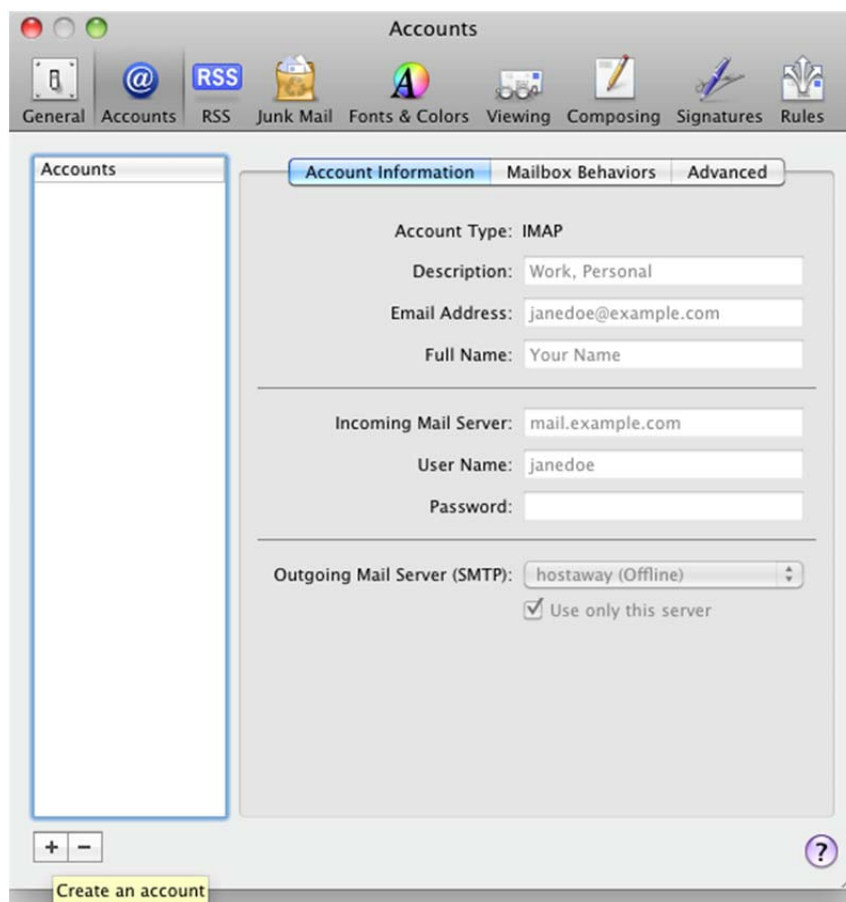


Configuring E-Mail in Mac Mail

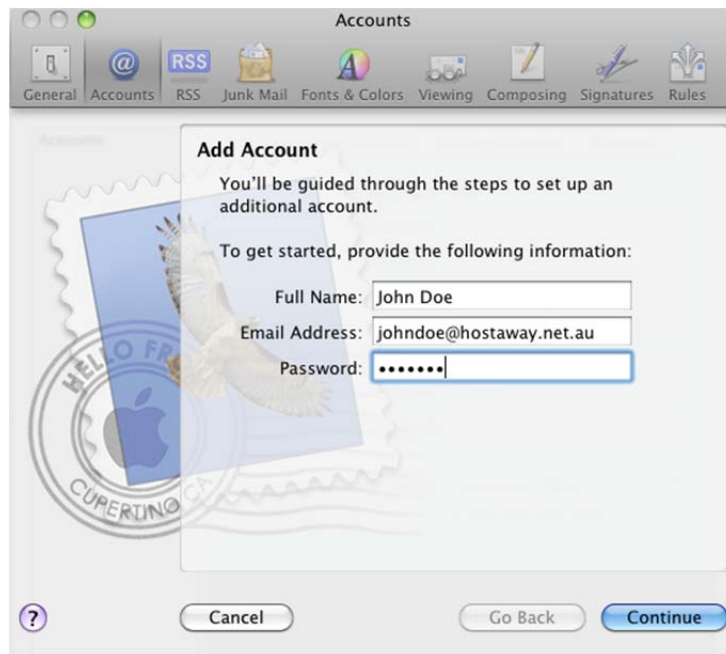
1. First we will need to access the account settings, in order to do this first click on "Mail" and then "Preferences" as shown below:



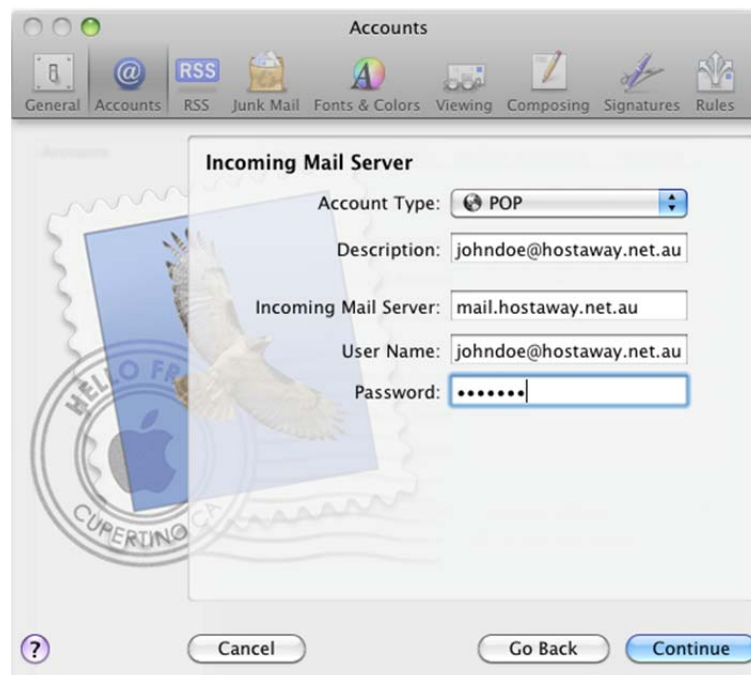
2. A new screen should then appear where you will need to click the "+" sign which will allow you to create a new account as shown below:



3. You will then need to enter your account details as shown below:



4. The new screen will ask you for the "Account Type" if you only need to access the email from one device please use POP3. However if you want to access this email account on multiple devices (extra computers, mobile phone, laptop) then IMAP would be more suitable. The "Incoming mail server" is where Mac Mail goes to get your emails. Please set this to mail.yourdomain or mail.hostaway.net.au as per the example. The "User Name" should be set as your email address (ex. johndoe@hostaway.net.au) and the "Password" is the password you specified when creating the account.



5. The next screen will ask what “Authentication” the mail server requires, please select “Password” for this and if you require an encrypted connection and **ARE** using mail.hostaway.net.au as your incoming and outgoing server you can select “Use Secure Sockets Layer (SSL)” to enable encryption.



6. The next screen relates to your outgoing server. This is where Mac Mail goes to send emails. Please set “Outgoing Server” to mail.yourdomain or mail.hostaway.net.au as per the example. If the mailbox is on a desktop computer you also have the choice of using your Internet Service Provider's mail server. Some examples include mail.bigpond.com, mail.iinet.net.au, mail.amnet.net.au, etc. If you are using mail.yourdomain or mail.hostaway.net.au please select “Use Authentication” and fill out your “User Name” and “Password” as shown below, if you are using your Internet Service Provider please **DO NOT** tick this.



7. The next screen shows you an account summary and will list all the information that you specified when creating the account, if the information listed on this screen looks correct click "Create" to set up the account, if you have any problems with the setup please consult this guide and try the steps again, if the problem persists please give us a call on 9249-3646.

