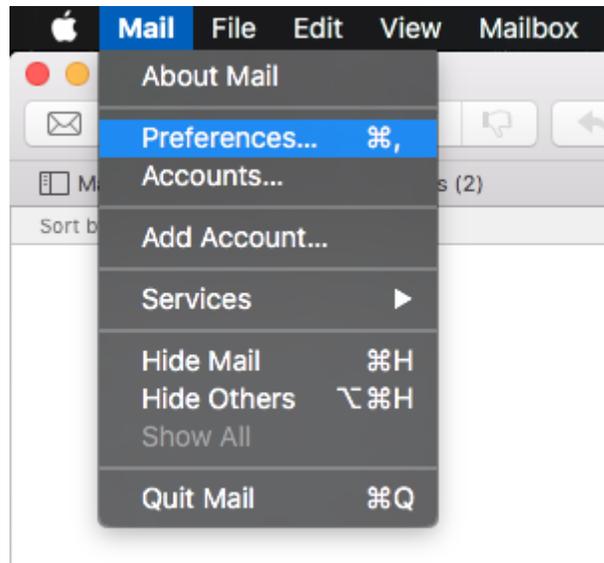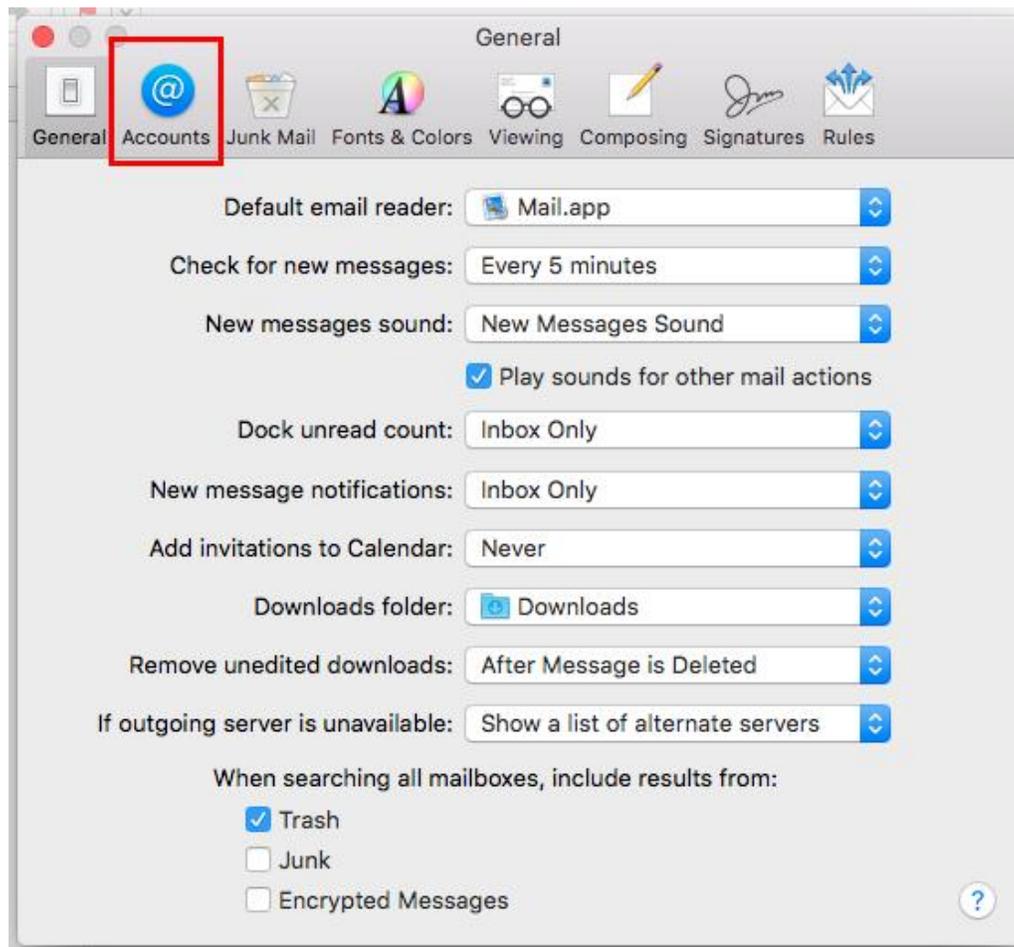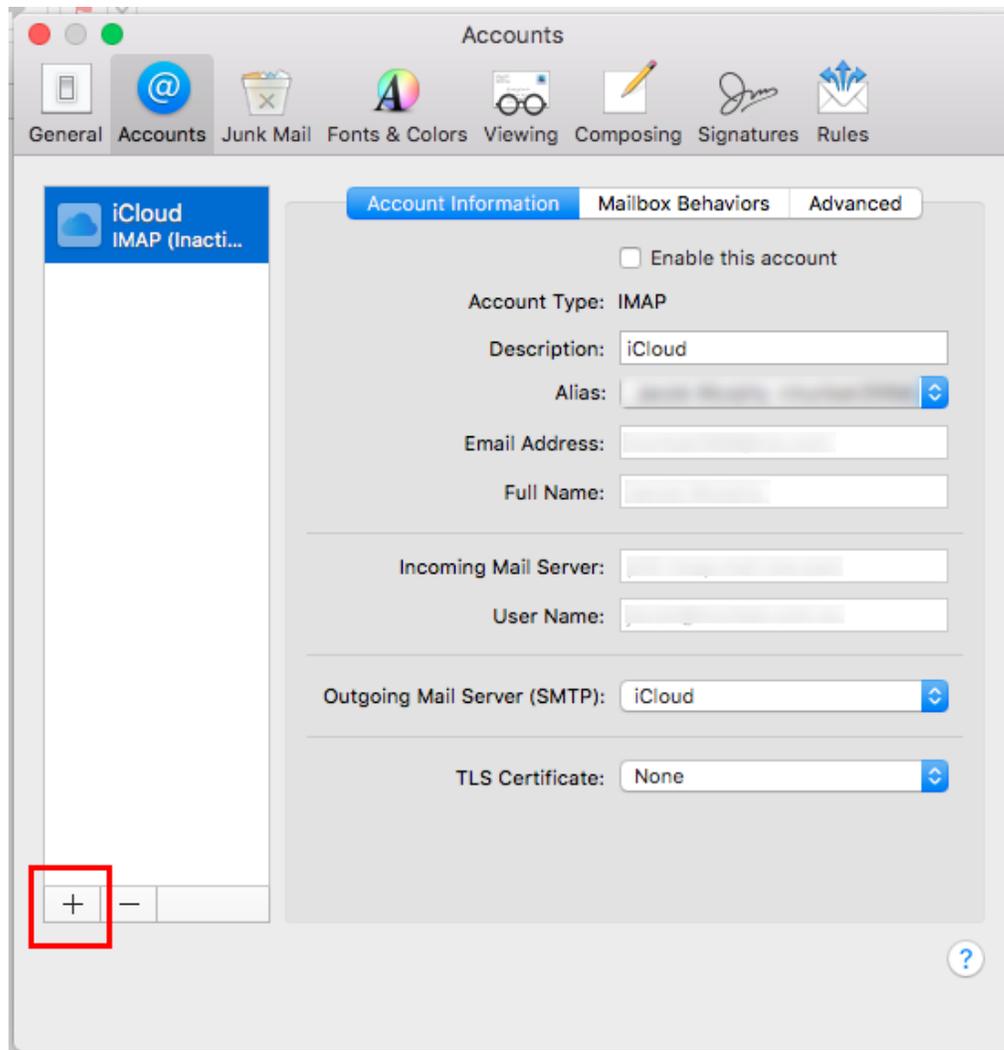# Configuring E-Mail in Mac/Apple Mail

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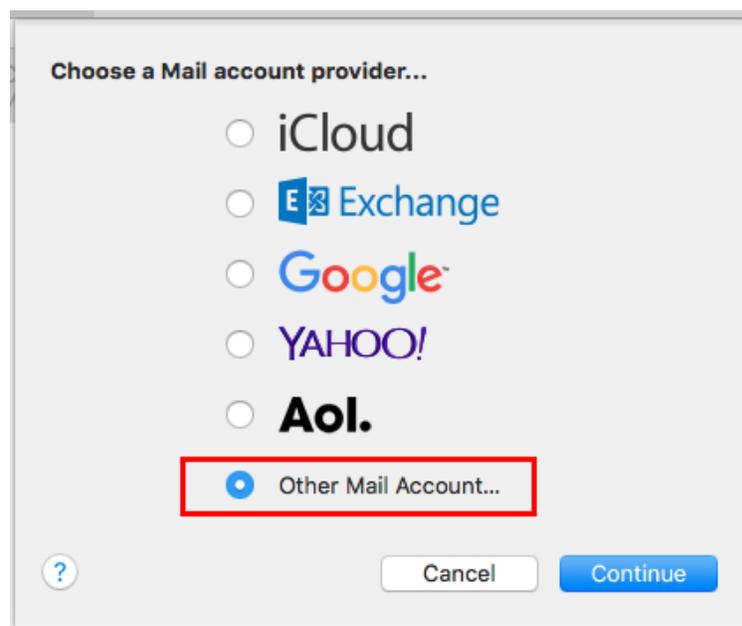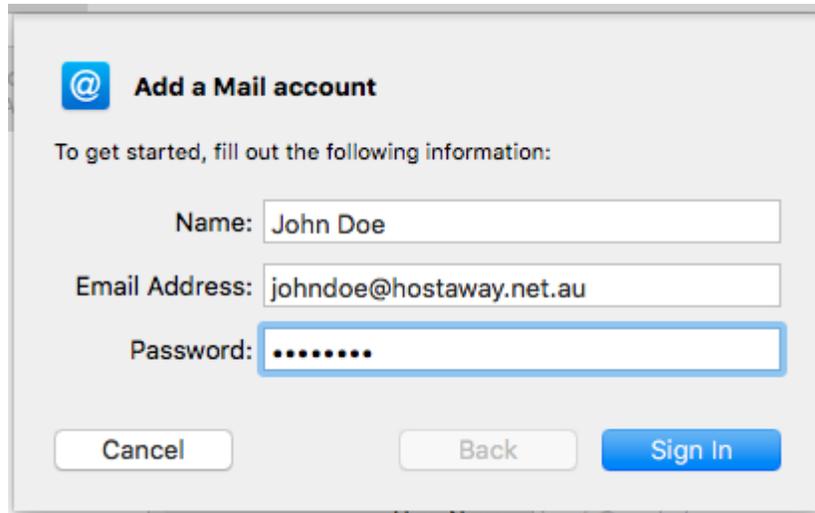

Click on **Accounts**:

Click on the **+** icon to begin adding a new account:

Choose **Other Mail Account**, then **Continue**:

Enter your name, email address and password in the boxes, and then **Sign In**:
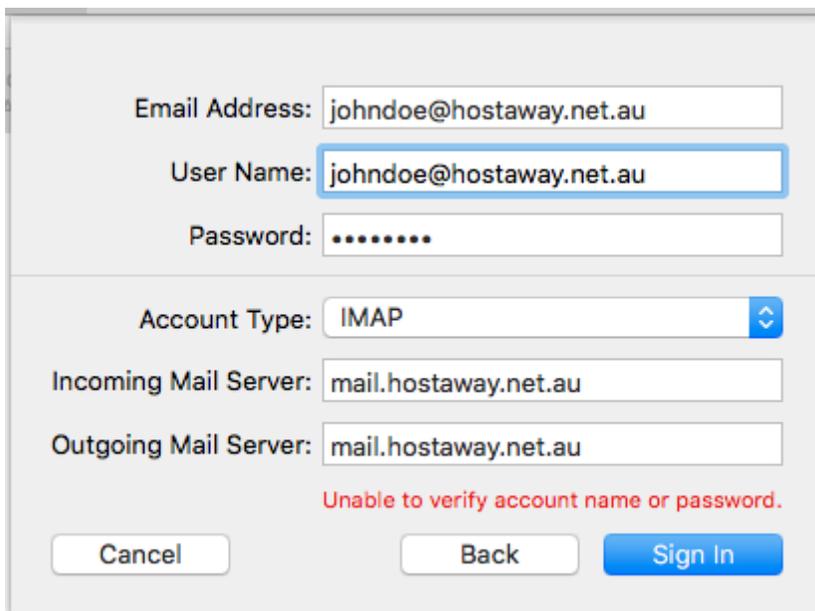

You can ignore the 'Unable to verify account name or password' error message (it will show this error even if you enter the correct password).

Choose either POP or IMAP as the **Account Type**. If you are unsure which to choose, see this article: https://www.hostaway.net.au/news/imap-vs-pop/

Generally, IMAP is best if you want to access this mailbox on multiple devices.

Enter both the **Incoming Mail Server** *AND* **Outgoing Mail Server** as `mail.hostaway.net.au` regardless of Account Type, then enter your email address as the **User Name**. **Sign In** when ready:
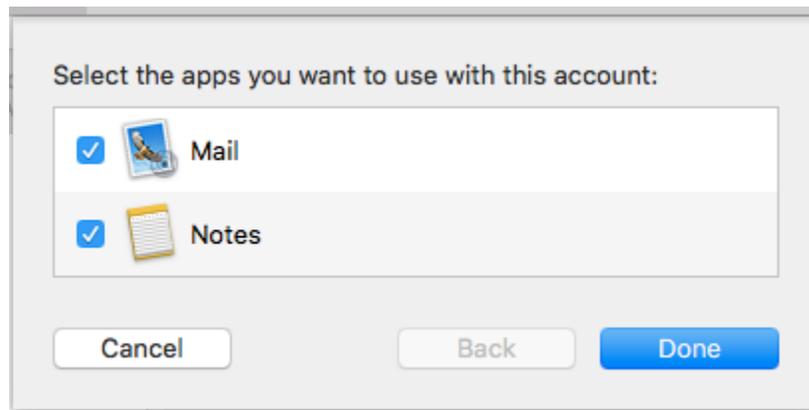
If you have entered all the correct details, you will be asked to select the apps you want to use. Make sure **Mail** is selected (Notes is optional) and hit **Done**:

And that's it!
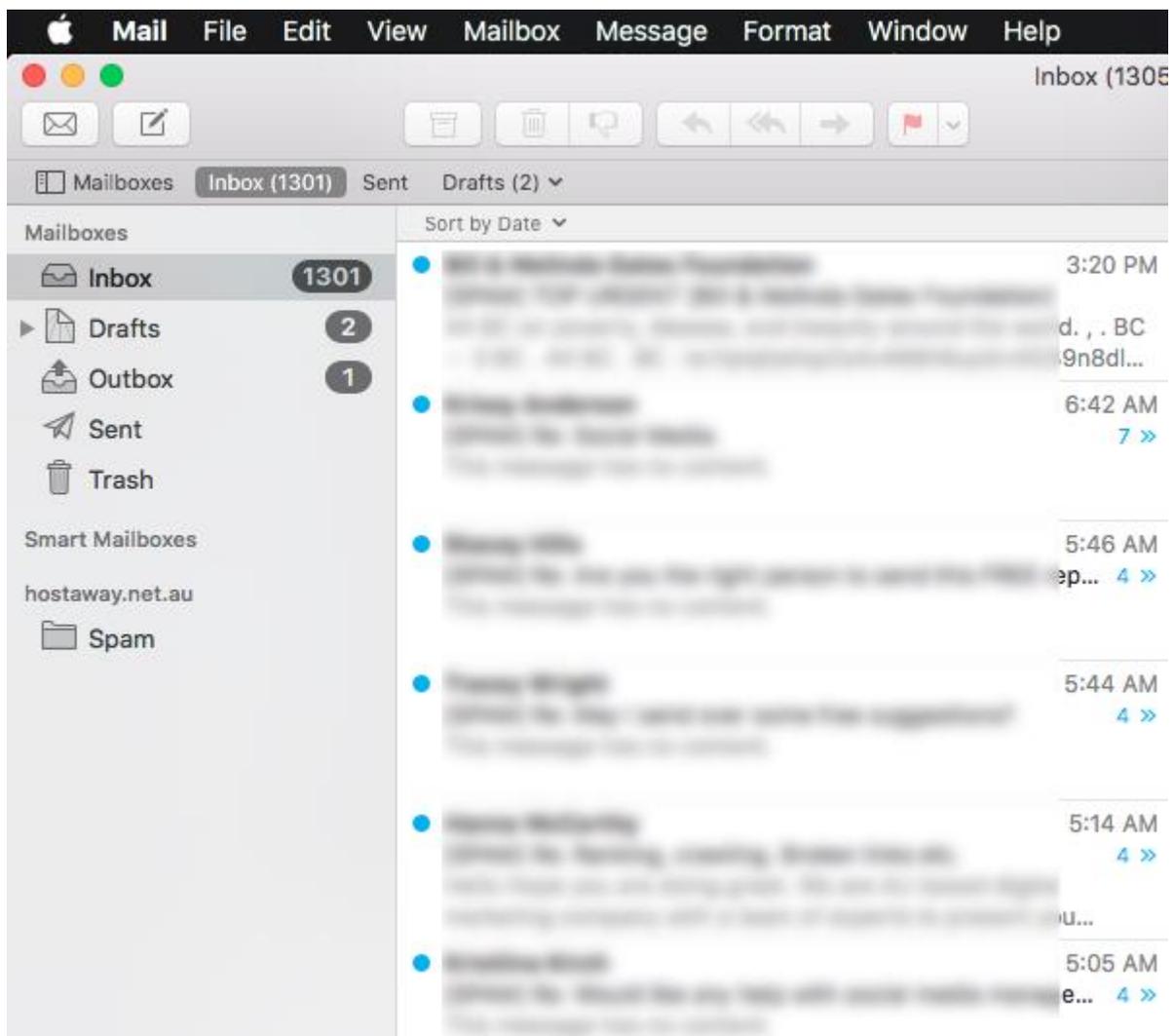
If you have multiple mailboxes set up in Mail, you can expand the Inbox to see them separately.