

## Quick Start Guide

### Mac Mail: Guidelines for email account setup

License: Mac Mail 3.5 (Mac OS X Leopard)

#### Sample Configuration parameter:

Getting Started:

Full Name: Name Surname

Email Address: user@your-domain.com

Mail Server (incoming): pop.your-domain.com

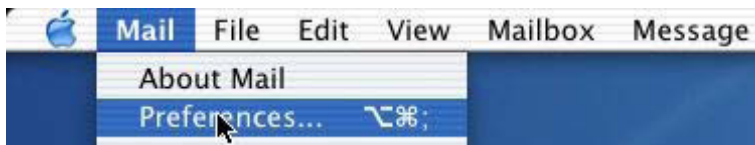
Login Name: user@your-domain.com

SMTP Server (outgoing): smtp.your-domain.com

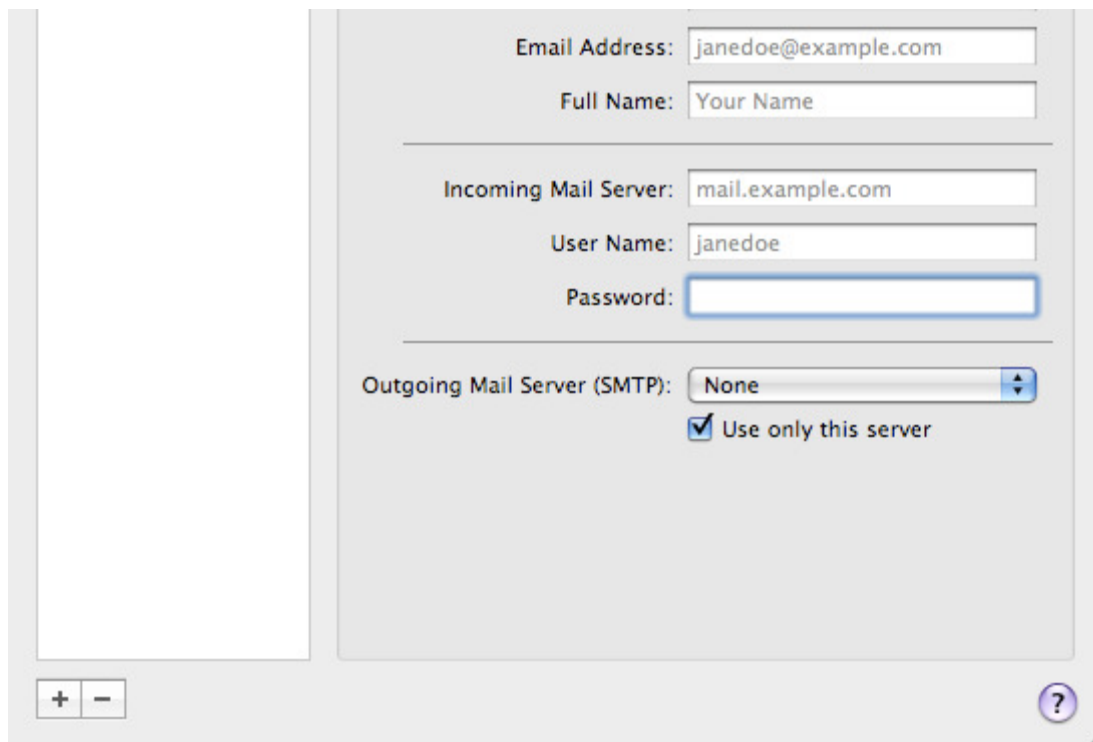
(Where 'your-domain.com' is the name of your registered domain with Tristar)

#### Guidelines for new email account setup:

1. Launch Mac Mail and from the 'Mail' tab, select "Preferences"



2. When the "Accounts" window appears, click the accounts icon in the Mail Preferences window.



The screenshot shows the 'Accounts' window in Mac Mail. It contains the following fields and options:

- Email Address:
- Full Name:
- Incoming Mail Server:
- User Name:
- Password:
- Outgoing Mail Server (SMTP):  (dropdown menu)
- Use only this server

At the bottom left, there are '+' and '-' buttons. At the bottom right, there is a help icon (?) in a circle.

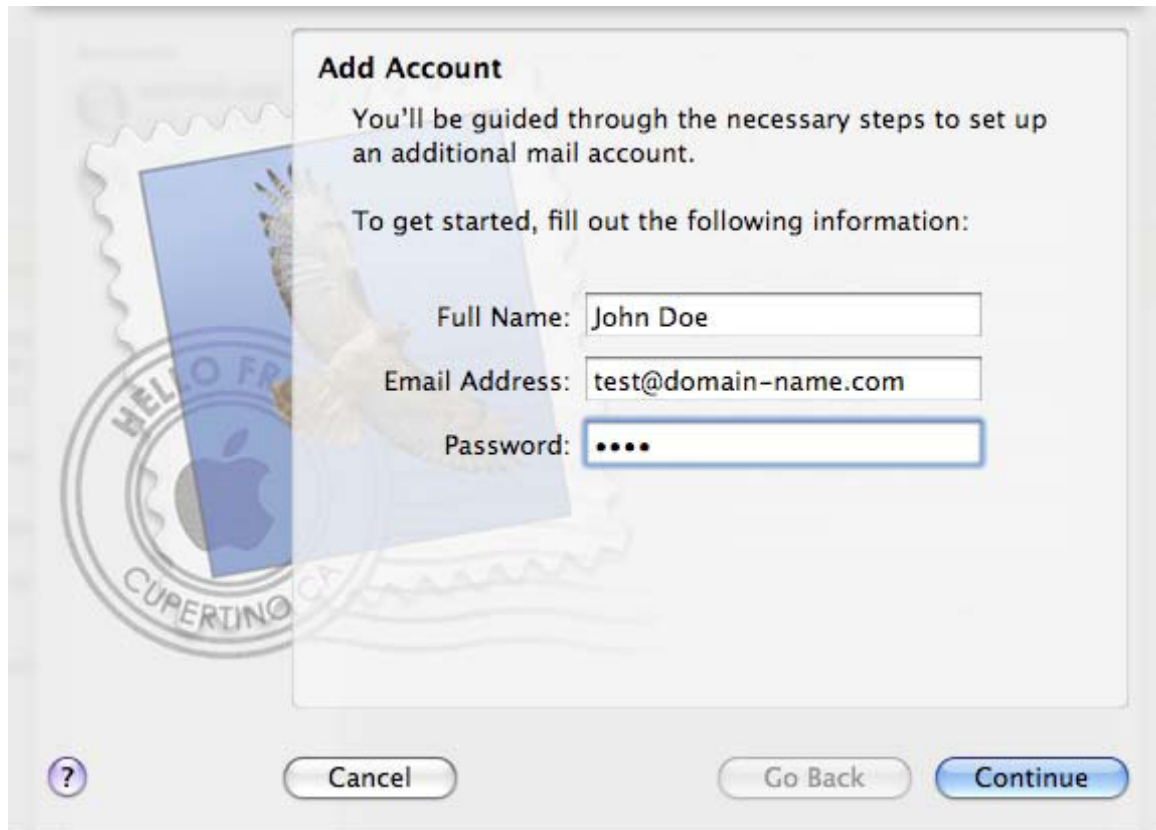
Click the '+' sign at the bottom left of the page to add account.

3. Add your account details:

Full Name: <your full name>

Email Address: <your full email address, e.g. test@your-domain.co.za>

Password: <your password>



**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:

Email Address:

Password:

? Cancel Go Back Continue

4. On the "Incoming Mail Server" tab, choose the Account Type 'POP' from the drop-down menu.

The remaining settings should be as follows:

Description: <your full name>

Incoming Mail Server: <pop.your-domain.com>

User Name: <your full email address>

Password: <your password>



5. When the Incoming Mail Security option appears, ignore this and click 'Continue'.



6. To configure your Outgoing Mail Server, select the Options button

Description: <your full name>

Outgoing Mail Server: <smtp.your-domain.com>

Tick box for Authentication

User Name: <your full name>

Password: <your password>



7. After clicking 'continue', an Account Summary will display. Your account is now active.