

Mail guide for Mac Mail



Ű	Mail File Edit Viev	v Mailbox Message Format Window Help
00	About Mail	No I
	Preferences %,	
🗉 M	Accounts	Drafts Y Flagged
Mailbo	Add Account	t by Date 🛩
	Services >	
▶ 5% 5	Hide Mail %H	
► W .	Hide Others ℃ #H	
	UNUW AI	

1. Press "Mail -> Add account..." in the top left corner.

Choose a m	ail account to add
	○ 🖾 iCloud
	○ 🖪 Exchange
	O Google
	O YAHOO!
	O Aol.
	O Add Other Mail Account
2	Cancel Continue

2. Mark "Add Other Mail Account..." before proceeding by pressing "Continue" button.



Add a	a Mail Account	e the following information:		
	Full Name:	Surname Lastname		
	Email Address:	user@example.com		
	Password:	•••••		
Ca	ncel		Create	

3. Fill in **your name** in the box next to "Full name" (The text written here is only what you wish to name your account)

Fill in the e-mail you wish to configure next to "Email Address".

Fill in the **password** chosen for the e-mail you are configuring.

Mail Server: mail.svenskadomaner.se User Name: user@example.com	Mail Server: mail.svenskadomaner.se User Name: user@example.com Password: •••••••	Mail Server: mail.svenskadomaner.se User Name: user@example.com Password: ••••••••	Account Type:	IMAP POP	
User Name: User@example.com	User Name: USer@example.com Password: ••••••	User Name: USer@example.com Password: ••••••	Mail Server:	mail.svenskadomaner.se	
	Password: •••••	Password: •••••	User Name:	user@example.com	
Password: ·····			Password:	•••••	

4. Make sure that you have "**IMAP**" marked which is confirmed by the text being bluemarked.

Fill in mail.svenskadomaner.se under "Mail Server:".

Fill in the **e-mail** you are configuering next to "User Name".

Fill in the **password** chosen for the e-mail you are configuring.



SMTP Server	mail svenskadomaner se
Sivir F Server.	mail.svenskadomaner.se
User Name:	user@example.com
Password:	

5. Fill in mail.svenskadomaner.se under "SMTP Server:".

Fill in the **e-mail** you are configuering next to "User Name:".

Fill in the **password** chosen for the e-mail you are configuring.



6. Your account is now created, we do however need to edit a few more settings before you can get fully started. Press "Mail -> Preferences" in the top left corner.



General Accounts Junk Mail For	Account A OO / Its & Colors Viewing Co	s	
Exchange Exchange	Account Informa	Ition Mailbox Behaviors Advanced	
@ user@example IMAP	Description: Email Address: Full Name:	Account description user@example.com Surname Lastname	
	Incoming Mail Server: User Name: Password:	mail.svenskadomaner.se user@example.com	
	Outgoing Mail Server (SMTP):	mail.svenskadomaner.se	
	TLS-sertificate:	None	•

7. Go thru your settings to make sure that you have not missed any letter or symbol. Press "Advanced" in the top right corner.



	Konton
	4)
Alimant Konton Skrappost Typsnitt	och färger Lasa 2 va Signaturer Regier 1
Exchange Exchange	Account Information Mailbox Behaviors Advanced
ser@example	Automatically detect and maintain account settings
IMAP IMAP	Include when automatically checking for new messages
	Compact mandoxes automatically Automatically download all attachments
	Send large attachments with Mail Drop
IMPORTANT	Check with your system administrator before changing any of the advanced options below:
	IMAP Path Prefix: INBOX
	Port: 993 🗹 Use SSL
	Authentication: Password
	Allow insecure authentication
	Use IDLE command if the server supports it

8. Un-tick the box "Automatically detect and maintain account settings".

Fill in "993" in the field next to "Port:"

Tick the box "**Use SSL**".

Make sure that "Authentication:" is set to "Password".

After filling in the above, press "Account Information".



Exchange	Account Information	Mailbox Behaviors Advanced
Exchange	🗹 En	able this account
- usor@ovamplo	Account Type: IMAP	
@ IMAP	Description: Acco	unt description
	Email Address: user@	example.com
	Full Name: Surna	ame Lastname
	Incoming Mail Server: mail.s	svenskadomaner.se
	User Name: user@	example.com
	Password:	••••
	Outgoing Mail Server (SMTP): mail	.svenskadomaner.se
	🗹 Us	e only this server
	TLS-sertificate: Non	e
+ -	going Mail Serve	mail.svenskadomaner.se

9. Press the Outgoing Mail Server (SMTP) "mail.svenskadomaner.se"

Choose "Edit SMTP Server List..."



	Description	Service Name	
Es Exchan	Description	mail svenskademanerse	
Exchang			
@ user@e			
		Account Information Advanced	
	Descript	tion: Account description	
	Server Na	ame: mail.svenskadomaner.se	
			9
	TLS Certific	cate: None	
			2
	?	Cancel OK	
+			
+ -	Descript Server Na TLS Certific	ame: mail.svenskadomaner.se	

10. Make sure that the Server Name is "mail.svenskadomaner.se".

Press "Advanced".



	Description	Sanuar Nama	In Line Ry Assount	
Exchang	Description	mail.svenskadomane	ise	
usor				
IMAP				
IMPORTAN	Т			
		Account Information	Advanced	
-		Automatically detect and m	aintain account settings	
		Port: 465 🗹 Use	SSL	
	Authenti	cation: Password		
		Allow insecure at	uthentication	
	User	Name: user@example.com		
	Pas	sword:		
	2		Cancel	
	\odot			

11. Un-tick the box "Automatically detect and maintain account settings".

Fill in "465" in the field next to "Port:"

Tick the box "**Use SSL**".

Make sure that "Authentication:" is set to "Password".

(!) Fill in your e-mail and password even though these fields may say "Optional".