

## How to Configure a POP Account in Mac Mail

## Step 1:



## Step 2:

⊖ ○ ⊖			Accounts			
Eneral	@ Accounts	Junk Mail	Fonts & Colors View	ving (	Composing Signatures Rules	
Accou user@	nts owhexam	ple.	Account Informat	ion	Special Mailboxes Advanced	)-
			Accoun	t Type	: POP	
		Description:		Name's Email		
		Email Address:		user@owhexample.com		
	6	200	Full Name:		Full Name	
	N		Incoming Mail	Server	er: servername.oceania.com.au	
			User	User Name: User@owhexample.com		
			Pas	Password: •••••		
			Outgoing Mail Server (SMTP):		: (servername.oceania.com.a	u
					Server Settings	

- Enter your information as above, only substitute your own details and your own domain name for "owhexample.com". (note: Mac may require you to enter your user name this way instead: user+owhexample.com)
- Click the \*Server Settings...\* button
  (it may look or be named differently on some systems)
- The server name to enter her = servername.oceania.com.au can be found in cpanel's Home page left hand side bar. Expand Stats to reveal the Server Name which should be placed as a prefix to .oceania.com.au . If you are unsure call 1300 301 990. eg If the Server Name is dolphin you should type dolphin.oceania.com.au

## Step 3:

	SMTP Server Options	0		
nk Mail	F Outgoing Mail Server: Servername.oceania.com.au	es Rules		
	Check with your system administrator before changing any of the advanced options below:	Advanced		
	Server port: 465			
	Use Secure Sockets Layer (SSL)			
	Authentication: Password			
	User Name: user@owhexample.com	le.com		
	Password:			
	? Cancel OK	nia.com.au ple.com		
	Password: •••••			
	Outgoing Mail Server (SMTP): servername.oceania.com.au	inia.com.au		
+ -		?		

 Authentication should be "Password" and enter your full email address as your User Name. (note: Mac may require you to enter your user name this way instead: biff+yourdomain.com) • Server port: 465, and because this is a secure login you must check the SSL box.



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