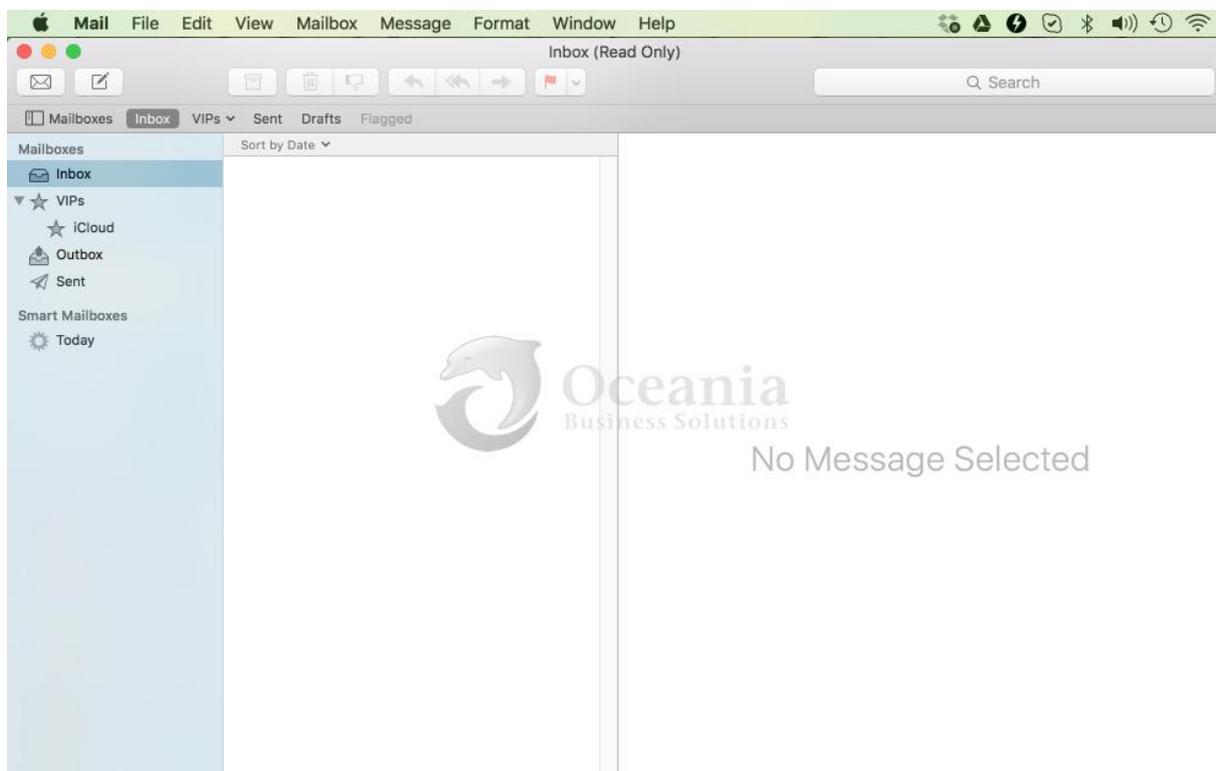
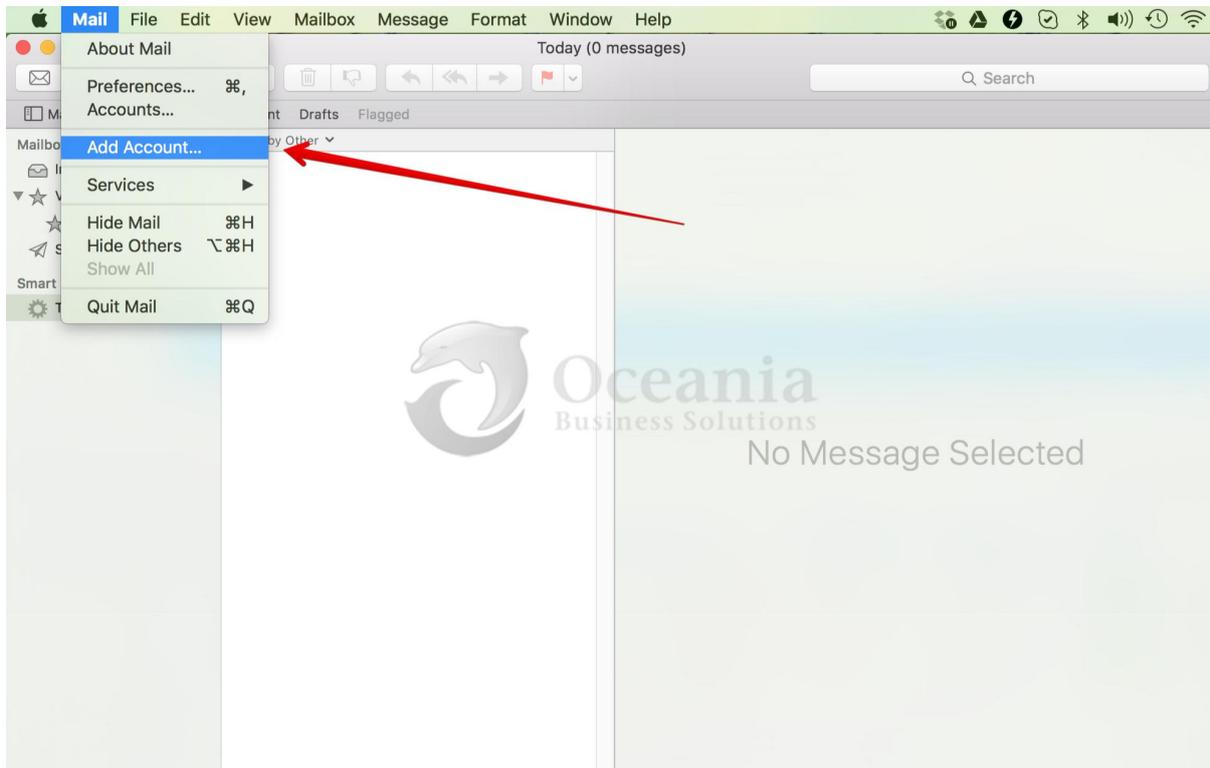


Configure Email in Mac Mail (MacOS El Capitan)

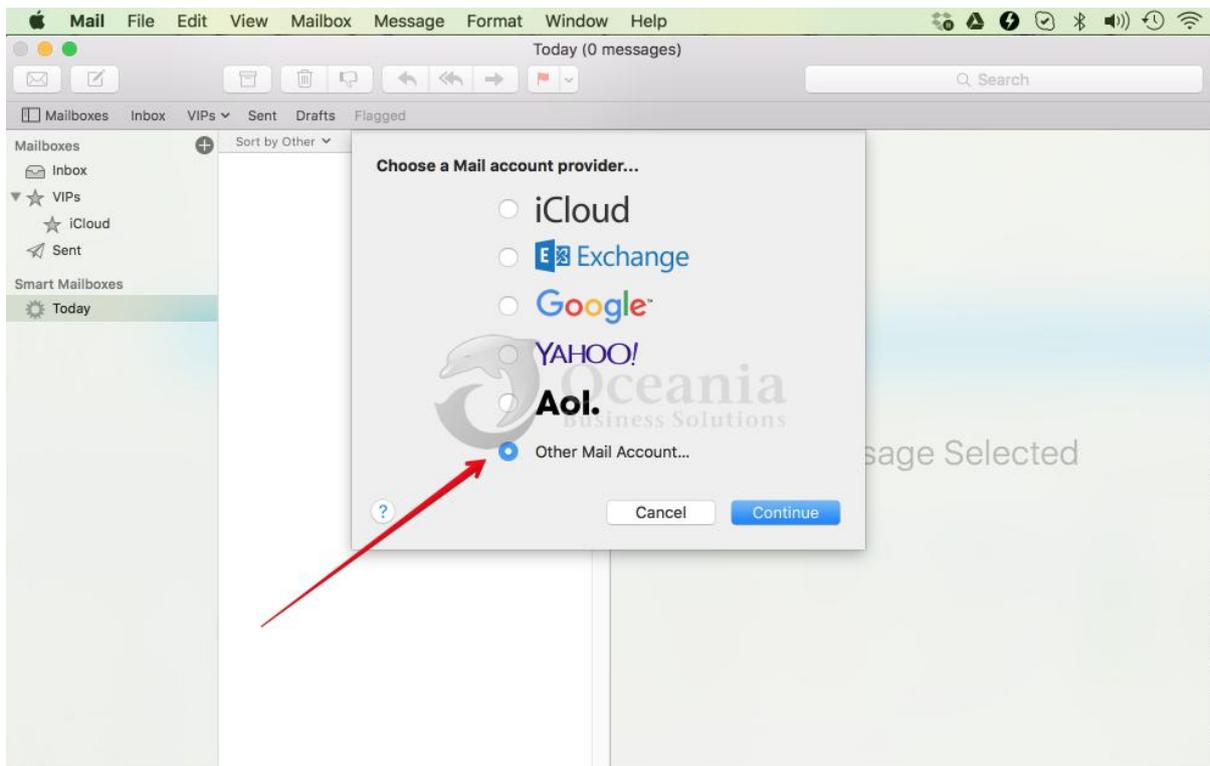
1. Start the **Mail** app. The screen will look like this after that



2. Select **Mail** at the menu bar and click **Add Account**

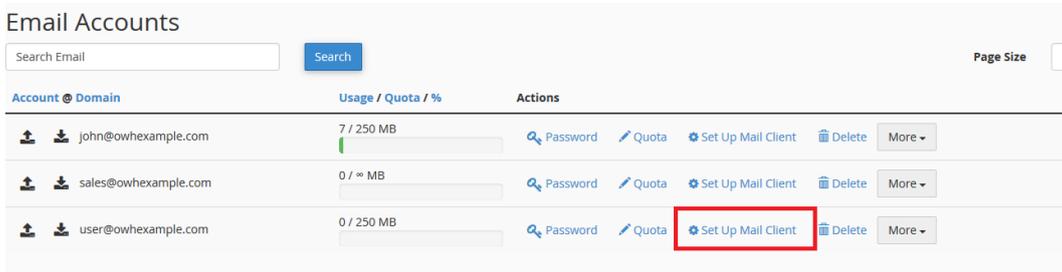


3. On the next window, click on **Other Mail Account**

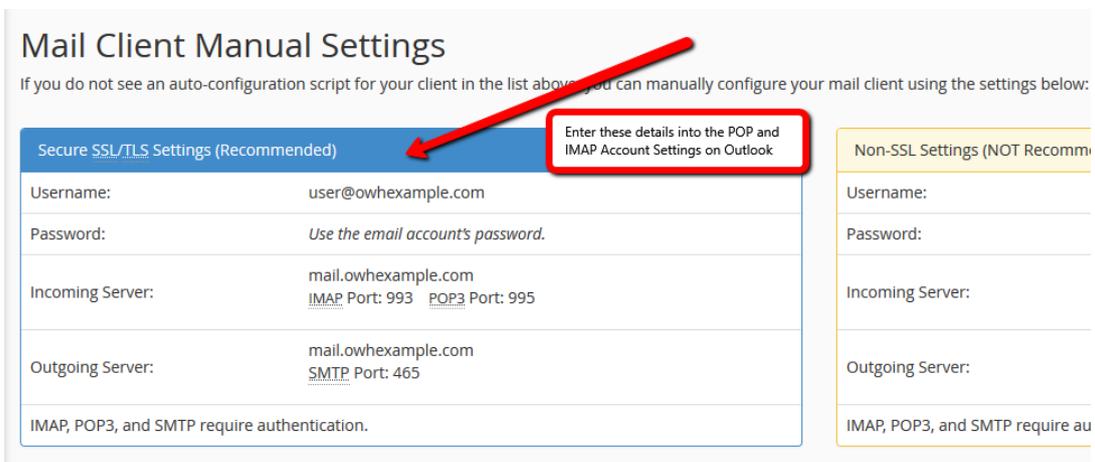


- Oceania recommends that you review the Configuration settings for your particular email address in **cPanel >> Email Accounts**

- Log in to Cpanel and Click *Set Up Mail Client



- This will take you to a screen with the correct settings for you:



- You can enter your own details in the chart below in the Setting Column.

In your Apple device use the above settings as shown in the table below.

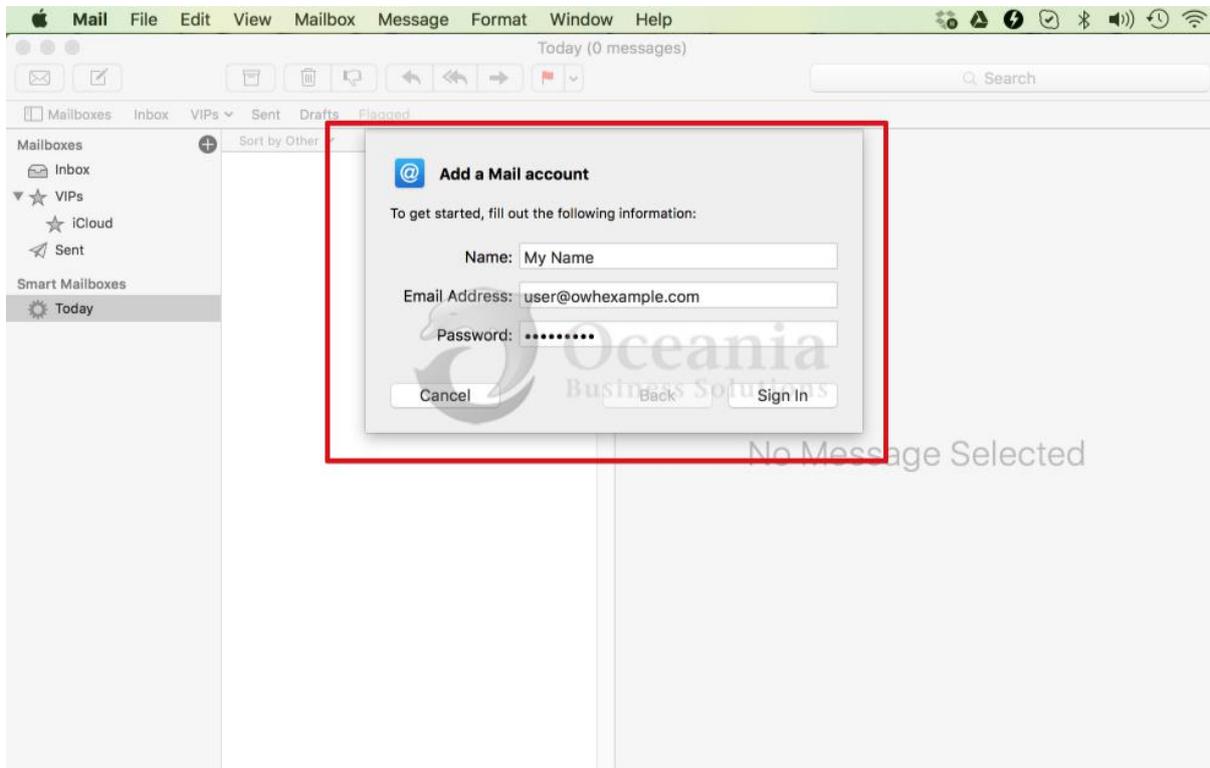
Name of setting	Setting	Description
Full Name		Choose your sender name as you would like it to appear in messages that you send. Example: John Appleseed.
Email Address		Your email address for this account, such as appleseed@example.com.
Incoming mail server settings		
These settings are for downloading messages (receiving email) from your email provider's mail server.		

Account Type		Choose IMAP*, POP,
Description		Choose the name that Mail will use for your account, such as Work, School, Club etc
Incoming Mail Server (host name)		The host name of the incoming mail server, such as mail.example.com.
User Name		Your user name for this account- your full email address as your user name.
Password		The email password you use to sign in to your account.
Port		The port number used by the incoming mail server. Use port numbers for incoming mail as 993 for IMAP accounts, and 995 for POP accounts.
Authentication		Choose Password
Use SSL.		It is recommended that the incoming mail server support SSL (Secure Sockets Layer) or TLS (Transport Layer Security) encryption.
Outgoing mail server (SMTP) settings		
These settings are for uploading messages (sending email) to your email provider's mail server.		
Outgoing mail server (SMTP)		The host name of the outgoing SMTP (Simple Mail Transfer Protocol) server, such as mail.example.com.
Port		The port number used by the outgoing mail server. Corect port numbers for outgoing mail are 465, and 587.
Use SSL.		It is recommended that that the outgoing mail server support SSL or TLS encryption.
Authentication		Choose Password

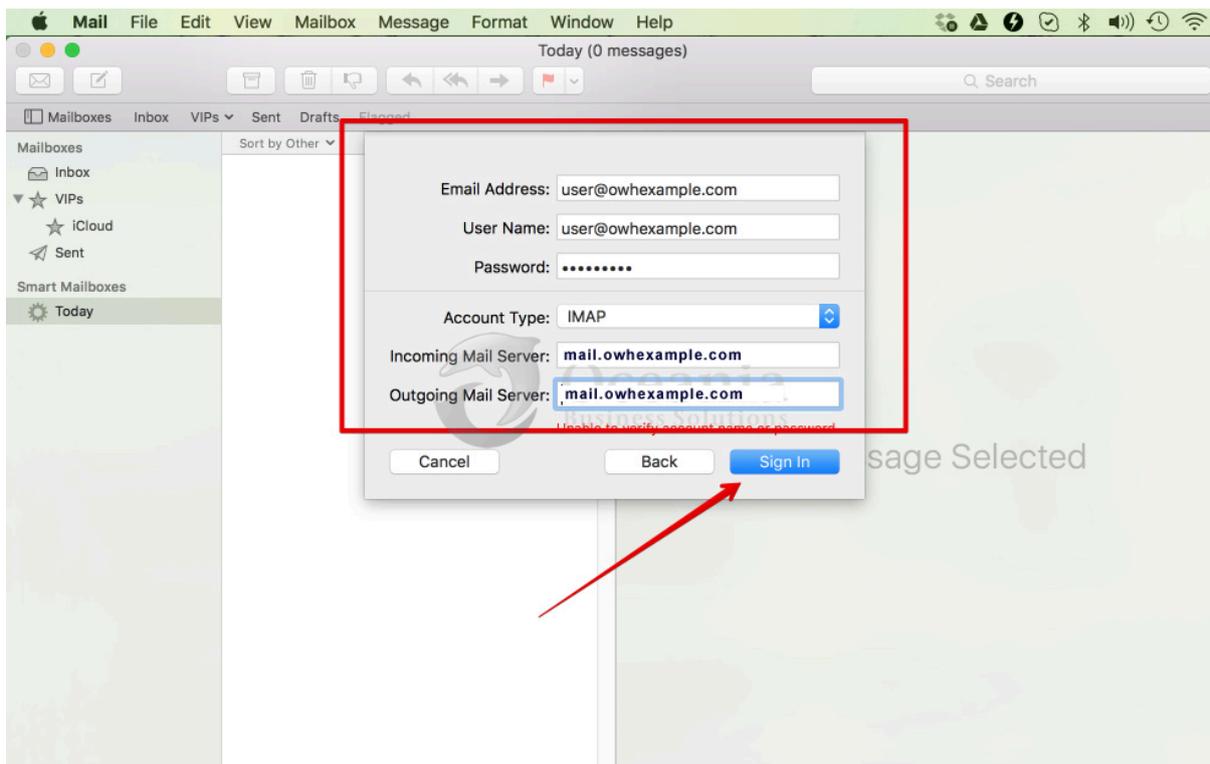
* IMAP (Internet Message Access Protocol) is best if you check email from multiple devices, because your messages are stored with your email provider until you delete them. As long as your devices can connect to your email service, your mailbox stays the same on each device.

[If you use POP \(Post Office Protocol\) on more than one device](#), those changes don't appear on every device, and new messages delivered to one device may not be delivered to your other devices.

4. The next screen will present you to type your **Name, Email Address,** and **Password** and click **Sign In** button to continue



5. On the next window, enter the details as shown on the screenshot below and click **Sign In** button to continue



6. Check **Mail** app (if not yet checked) and click **Done** button to finish the process.

