

## My email account settings

Ask your email provider for the following information. Write down each answer, and then use these settings when setting up your account in Mail.

Account Information		
Questions	Answers	Notes
Full name:		
My email address:	_____@_____ . _____	Like applesed@example.com
My email provider: (This is often different than your Internet provider.)		The name of your email service provider, such as iCloud, Yahoo, Gmail or Comcast.

Incoming (POP or IMAP) mail server settings		
Questions	Answers	Notes
Account type: (choose one)	<input type="checkbox"/> POP <input type="checkbox"/> IMAP <input type="checkbox"/> Exchange IMAP <input type="checkbox"/> Exchange EWS	Ask your email provider which account type to select.
Description:		Used to title your inbox in Mail, such as "Work email".
Incoming server hostname:		Like mail.example.com
Username:		Such as johnnyappleseed or appleseed@example.com
Password:		Used to protect your email account.
Incoming server port: (choose one)	<input type="checkbox"/> 110 POP <input type="checkbox"/> 143 IMAP <input type="checkbox"/> 993 IMAP SSL <input type="checkbox"/> 995 POP SSL <input type="checkbox"/> Other _____	Ask your email provider which of these is used. If other, write down the port number.
Incoming server authentication: (choose one)	<input type="checkbox"/> Password <input type="checkbox"/> MD5 <input type="checkbox"/> NTLM <input type="checkbox"/> Kerberos <input type="checkbox"/> None	Ask your email provider which of these is used.
Does your incoming mail server support Secure Sockets Layer (SSL)?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Your email provider may call this Transport Layer Security (TLS).

### Outgoing (SMTP) mail server settings

Questions	Answers	Notes
Outgoing mail server:		Such as <a href="mailto:smtp.example.com">smtp.example.com</a>
Outgoing server port: (choose one)	<input type="checkbox"/> 25 SMTP <input type="checkbox"/> 465 SMTP with SSL <input type="checkbox"/> 587 SMTP <input type="checkbox"/> Other _____	Ask your email provider which of these is used. If other, write down the port number.
Does your outgoing email server support Secure Sockets Layer (SSL)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Your email provider may call this Transport Layer Security (TLS).
Outgoing server authentication type: (choose one)	<input type="checkbox"/> Password <input type="checkbox"/> MD5 <input type="checkbox"/> NTLM <input type="checkbox"/> Kerberos <input type="checkbox"/> None	Ask your email provider which of these is used. If other, write down the port number. If none is used, ask for the off-network SMTP server settings to use in the next section.

### Internet Service Provider off-network outgoing (SMTP) mail server settings

Note: Only use this section if you checked "None" for Outgoing server authentication in the above section

Questions	Answers	Notes
Outgoing mail server address:		Such as <a href="mailto:smtp.example.com">smtp.example.com</a>
Outgoing server port: (choose one)	<input type="checkbox"/> 25 SMTP <input type="checkbox"/> 465 SMTP with SSL <input type="checkbox"/> 587 SMTP <input type="checkbox"/> Other _____	Ask your email provider which of these is used. If other, write down the port number.
Does your outgoing email server support Secure Sockets Layer (SSL)?:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Your email provider may call this Transport Layer Security (TLS).
Outgoing server authentication type: (choose one)	<input type="checkbox"/> Password <input type="checkbox"/> MD5 <input type="checkbox"/> NTLM <input type="checkbox"/> Kerberos	Ask your email provider which of these is used.

### Microsoft Exchange (EWS)

Note: Only use this section if you checked Exchange EWS for your incoming account type.

If auto configuration is not enabled on the server, or if you are not sure, ask your Exchange administrator for these settings.

Questions	Answers	Notes
Outgoing mail server address:		
Password:		
Client Access Server (CAS) name:		Used for the incoming server field.
Ports used for internal and external servers:		Your Exchange administrator should have this information.
Is VPN access required to access the Exchange server?		If yes, ask your Exchange administrator for help with setting up and using VPN.