Setting up Inland email in Mac Mail

The Apple operating system comes with an email client built in. NOTE THAT THERE ARE MENU DIFFERENCES BETWEEN VERSIONS, but you should be able to get to the place where all the same information is entered by following along more or less.

If you would rather not use this program, you can always download Thunderbird from here: <u>http://www.thunderbird.net/en-US</u>.

CHANGING EXISTING ACCOUNT SETTINGS IN MAC MAIL:

	Ac	counts	474
neral Accounts Junk M	A) fail Fonts & Colors N	Viewing Composing Signa	itures Rules
Personal POP	Account Informa	ation Mailbox Behaviors	Server Settings
	Incoming Mail S	erver (POP)	
	User Name:	username	
	Password:	•••••	
	Host Name:	mail.inlandnet.com	
		Automatically manage of	onnection settings
	Port:	995	🛛 Use TLS/SSL
	Authentication:	Password	0
		Advanced POP Settings	
	Outgoing Mail S	Server (SMTP)	
	Account:	username@inlandne	t.com [
	User Name:	username	
	Password:	•••••	
	Host Name:	mail.inlandnet.com	
		Automatically manage of	connection settings
	Port:	587	Use TLS/SSL
	Authentication:	Password	0

Then move on down to Outgoing Mail Server settings.

- Account should already be filled in with your inland account name
- User Name
- Password
- Host Name mail.inlandnet.com
- Make sure "Automatically manage connection settings" is NOT checked so you have access to the rest of the options
- Port 587, Use TLS/SSL is CHECKED
- Authentication is Password

If you already use Mac Mail you can open the **Mail** program, click **Preferences**, click the **Accounts** tab, then click on your existing Inland account listed to the left.

NOTE: in some version of Mac Mail, you will already be at a page listing your mail settings under an **Account Information** tab. HOWEVER, on other versions you will need to click on the **Server Settings** option to the far right. There could also be an **Advanced** option to the right you will need to click on to get all port settings.

Once there, you can make sure the following Incoming Mail settings are entered correctly:

- User Name
- Password
- Host Name mail.inlandnet.com
- Make sure "Automatically manage connection settings" is NOT checked so you have access to the rest of the options
- Port 995, Use TLS/SSL is CHECKED
- Authentication is Password

SETTING UP MAC MAIL FROM SCRATCH

Open Mail. If you haven't added a new account yet, you'll be taken directly to the Add Account prompt. If you're adding an additional account, select **Add Account** from the **Mail** menu.

In some versions, you may have to go to **Preferences** and click on a + for **Add Account**.



If the Add Account menu then brings up a list of company choices, choose **Other Mail Account** and click **Continue**.

*You may have to click on **Mail Account** after this to continue on

On the following page, enter:

(?)

Choose a Mail account provider...

iCloud

○ E B Exchange

· Google

• YAHOO!

Aol.

Other Mail Account...

Cancel

Continue

- **Name** can be anything, but will make more sense if you call it Inland
- Email Address is your entire address
- Password
- And click Sign In or Create.

Nome	John Doe				
Name:	Join Doe				
Email Address:	username@inlandnet.com				
Password:	•••••				

At this point the mail program will most likely think for a moment and return with a message stating something like "Unable to verify account name or password". THIS IS OK, we're about to fix that!

Email Address:	username@inlandnet.com		
User Name:	username		
Password:	••••••		
Account Type:	POP		
ncoming Mail Server:	mail.inlandnet.com		
Outgoing Mail Server:	mail.inlandnet.com		

In the window that appears, make sure the following items are entered:

- **Email address** is your entire address
- User name is your username ONLY, NO @INLANDNET.COM on there
 - Password
- Account Type POP
- Incoming mail server should be mail.inlandnet.com
- Outgoing mail server should be mail.inlandnet.com

Click **Sign In** and it should think for a minute before accepting the settings.

This may not work at this point without more adjustments! To change the settings after the account is accepted, click **Preferences**, click the **Accounts** tab, then click on your existing Inland account listed to the left.

NOTE: in some version of Mac Mail, you will already be at a page listing your mail settings under an **Account Information** tab. HOWEVER, on other versions you will need to click on the **Server Settings** option to the far right. There could also be an **Advanced** option to the right you will need to click on to get all port settings.

Once there, you can make sure the following Incoming Mail settings are entered correctly:

eneral Accounts Junk Mail	Fonts & Colors	Viewing Composing Signat	o 汶	
Personal	Account Inform	ation Mailbox Behaviors	Server Settings	
	Incoming Mail S	erver (POP)		
	User Name:	username		
	Password:	******		
	Host Name:	mail.inlandnet.com		
		Automatically manage co	nnection settings	
	Port:	995	🖸 Use TLS/SSL	
	Authentication:	Password	0	
		Advanced POP Settings		
	Outgoing Mail S	erver (SMTP)		
	Account:	username@inlandnet.	com 🔯	
	User Name:	username		
	Password:	•••••		
	Host Name:	mail.inlandnet.com		
		Automatically manage connection setting		
	Port:	587	💟 Use TLS/SSL	
	Authentication:	Password	0	

- User Name is your username ONLY, NO @INLANDNET.COM on there
- Password
- Host Name mail.inlandnet.com
- Make sure "Automatically manage connection settings" is NOT checked so you have access to the rest of the options
- **Port** 995, **Use TLS/SSL** is CHECKED
- Authentication is Password

Then move on down to Outgoing Mail Server settings.

- Account should already be filled in with your inland account name
- User Name is your username ONLY, NO @INLANDNET.COM on there
- Password
- Host Name mail.inlandnet.com
- Make sure "Automatically manage connection settings" is NOT checked so you have access to the rest of the options
- Port 587, Use TLS/SSL is CHECKED
- Authentication is Password