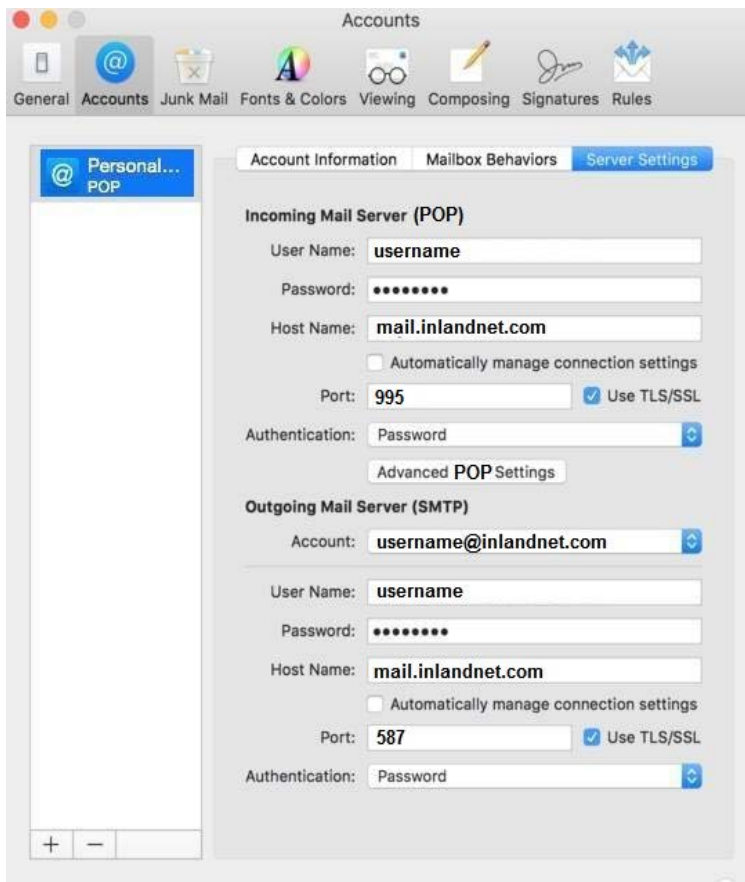# Setting up Inland email in Mac Mail

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: http://www.thunderbird.net/en-US.

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CHANGING EXISTING ACCOUNT SETTINGS IN MAC MAIL:

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
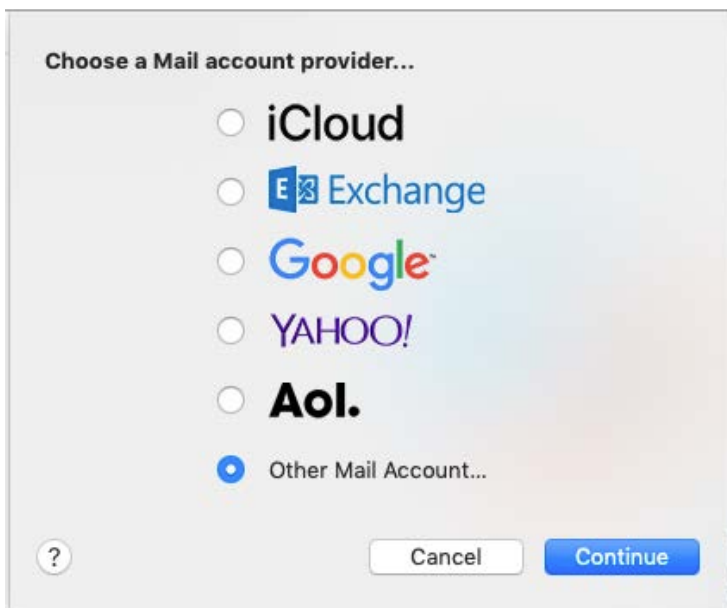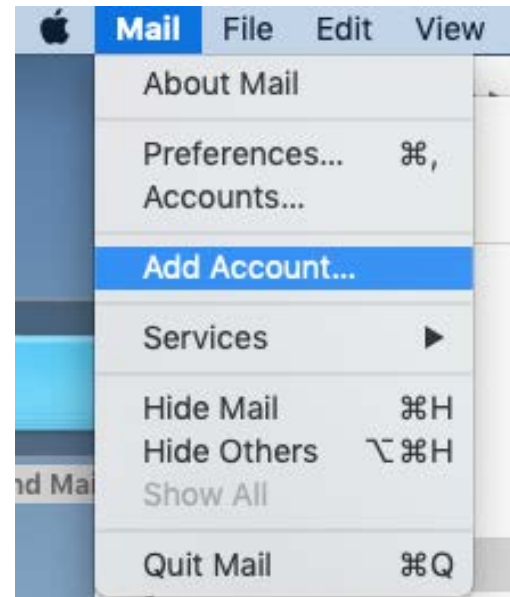- **Authentication** is Password

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

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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**.

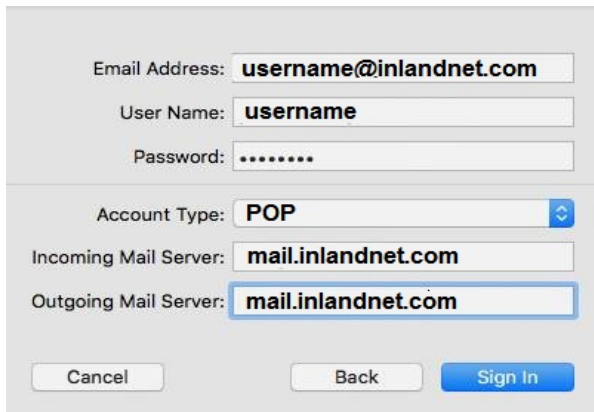*You may have to click on **Mail Account** after this to continue on

On the following page, enter:

- **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.**

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!

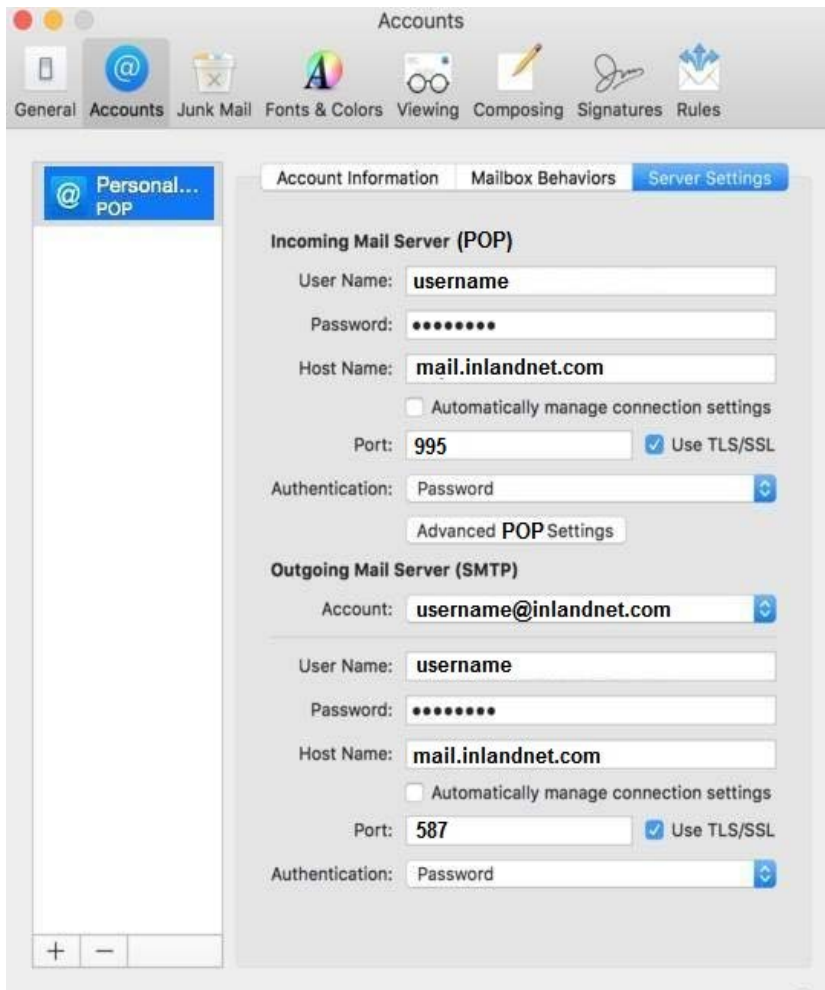In the window that appears, make sure the following items are entered:

- **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:

- **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