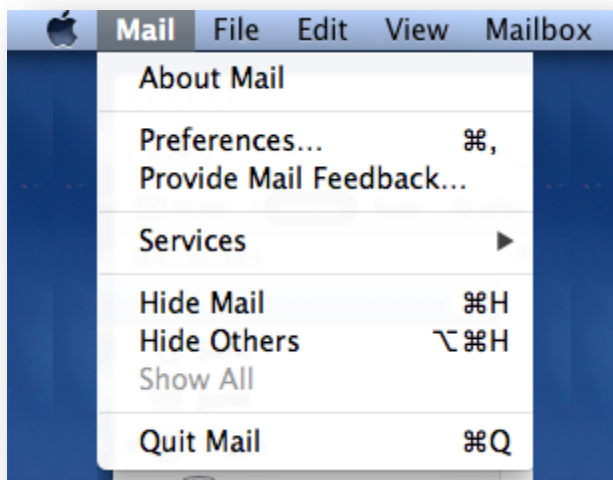# Mac Mail 7 and 8

What to have ready:

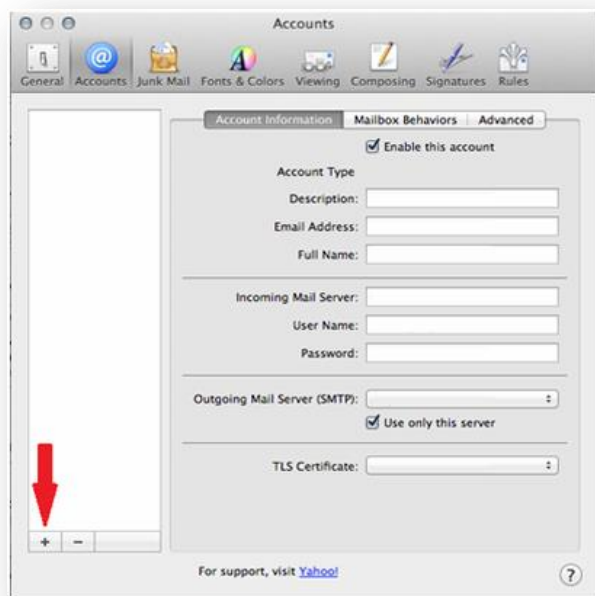Before you begin, ensure that you have the following items ready:

- Email username (your full email address) and password

- Server settings for your email - we've created a separate article here with these settings for your reference

Setting up Mac Mail 7 and 8 and adding a new email account:

1. Open Mac Mail

2. Click on **Mail**, then click on **Preferences**

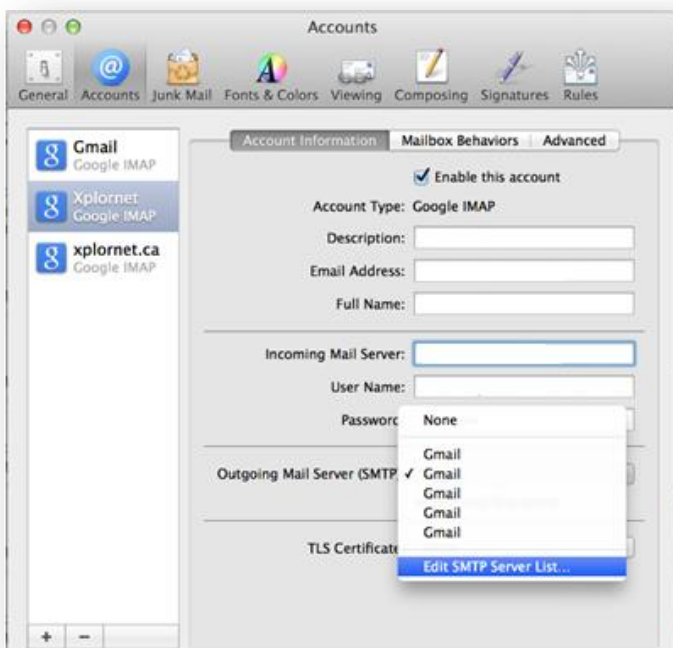3. Click the **+** (plus) symbol on the lower left hand side of the screen

4. Enter your name, email address and password. Click **Continue**

5. The email address should auto configure
6. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.
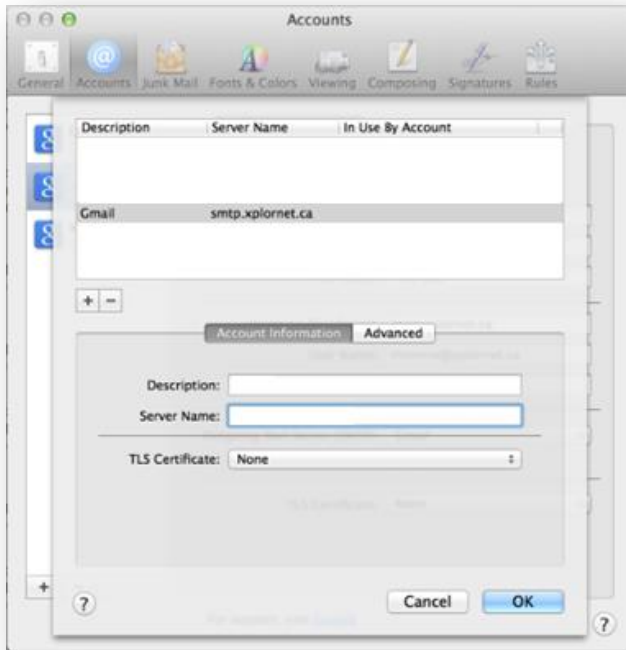
Making changes to an existing email address:

1. Open Mac Mail
2. Click on **Mail**, then click on **Preferences**
3. On the left hand side, click on the email account that you wish to change
4. Click on **Accounts** at the top

5. Verify that your full email address is listed, including the portion after the @ symbol. Ex. example@xplornet.ca

6. Verify or update your display name as you want it to appear in the "From" section when sending email

7. Verify or update the incoming mail server information

8. Verify your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca

9. Re-enter your email password to ensure it is typed correctly

10. Verify or update the outgoing server information

11. Click on the dropdown and choose **Edit SMTP Server List**

12. Ensure the outgoing server is correct.

13. Click on **Advanced**

14. Verify or update the outgoing server port

15. If required by the server settings for your email address, choose SSL. If not, ignore this step and proceed to Step 16

16. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear