

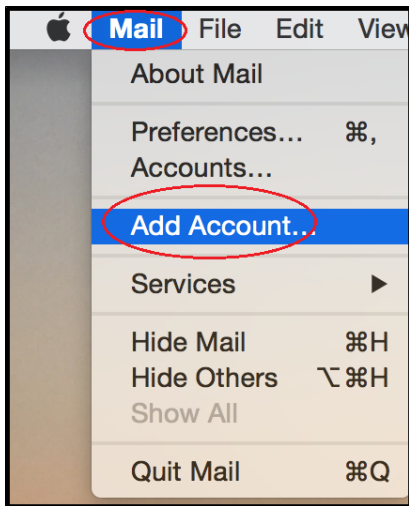
# How To Set Up Email In Apple Mail

*The following steps will help you set up your email account in Apple Mail.*

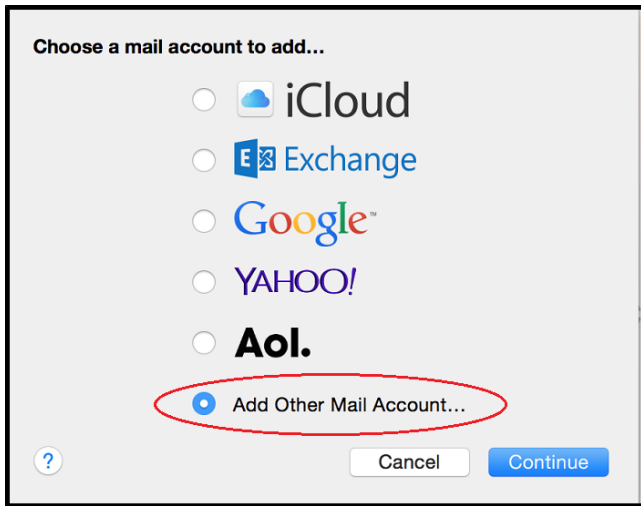
- Step 1: Open the "Mail" app.
- Step 2: In the toolbar click "Mail" and then "Add Account".
- Step 3: Click "Add Other Mail Account..." and then "Continue".
- Step 4: Enter your name, email and password in the spaces allotted. Click the "Sign In" button.
- Step 5: Enter the Username, Account Type, and Server information
- Step 6: Select the apps to use for the email account and click "Done".
- Step 7: The email account will set up and take you to the "Account Information" page or the email inbox.
- Step 8: Select the "Server Settings" tab. Double check that the information entered is correct. Finish entering and changing the connection settings.
- If you have any problems sending or receiving email, check the following settings:
  - 1. Open "Mail"
  - 2. Server Settings
  - 3. Verify the Incoming and Outgoing Server settings.
- [Related articles](#)

Step 1: Open the "Mail" app.

Step 2: In the toolbar click "Mail" and then "Add Account".



Step 3: Click "Add Other Mail Account..." and then "Continue".



Step 4: Enter your name, email and password in the spaces allotted. Click the "Sign In" button.

A screenshot of a form titled "Add a Mail account". It includes the instruction "To get started, fill out the following information:". There are three input fields: "Name:" with the value "UK2torials", "Email Address:" with the value "user@uk2torials.com", and "Password:" with a masked password of ten dots. At the bottom, there are "Cancel", "Back", and "Sign In" buttons.

Step 5: Enter the Username, Account Type, and Server information

Enter the account's Username. This will match the full email address.

Under "Account Type" select "IMAP" or "POP", depending on your needs.

For the Incoming and Outgoing Mail Server enter: [chimail.uk2.net](http://chimail.uk2.net)

Click "Sign In".

Email Address:

User Name:

Password:

Account Type:


Incoming Mail Server:


Outgoing Mail Server:

Unable to verify account name or password.

Step 6: Select the apps to use for the email account and click “Done”.

Select the apps you want to use with this account:

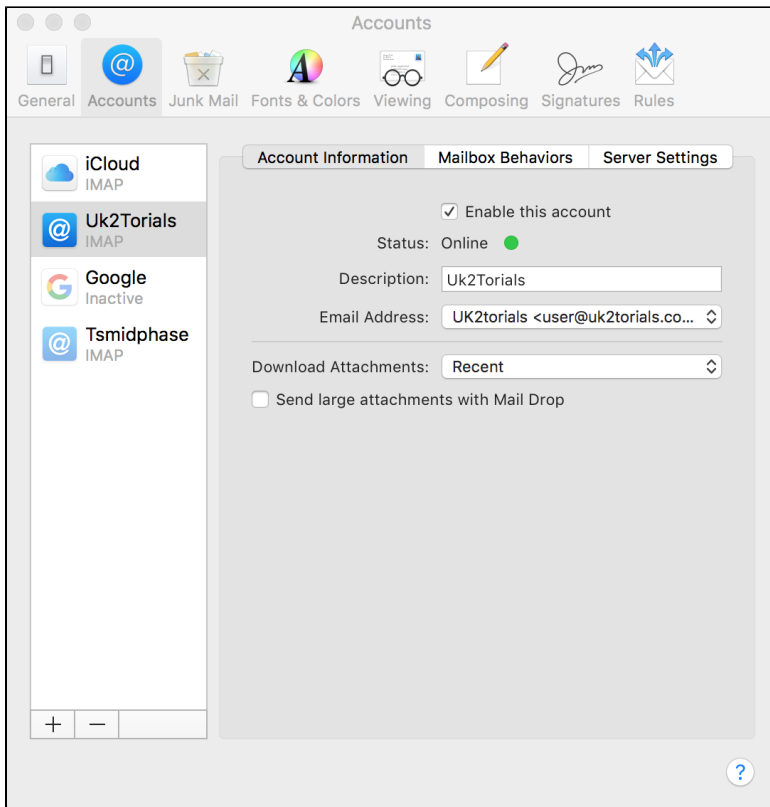
 Mail

 Notes

Step 7: The email account will set up and take you to the “Account Information” page or the email inbox.

If the “Account Information” page does not load, click “Mail” from the toolbar and choose “Preferences”.

The menu on the left shows email accounts. Double check the correct email account is selected.



**Step 8: Select the “Server Settings” tab. Double check that the information entered is correct. Finish entering and changing the connection settings.**

Incoming Mail Server Settings:

Turn OFF “Automatically manage connection settings”

Port: 993 with “Use TLS/SSL” enabled

Authentication: Password

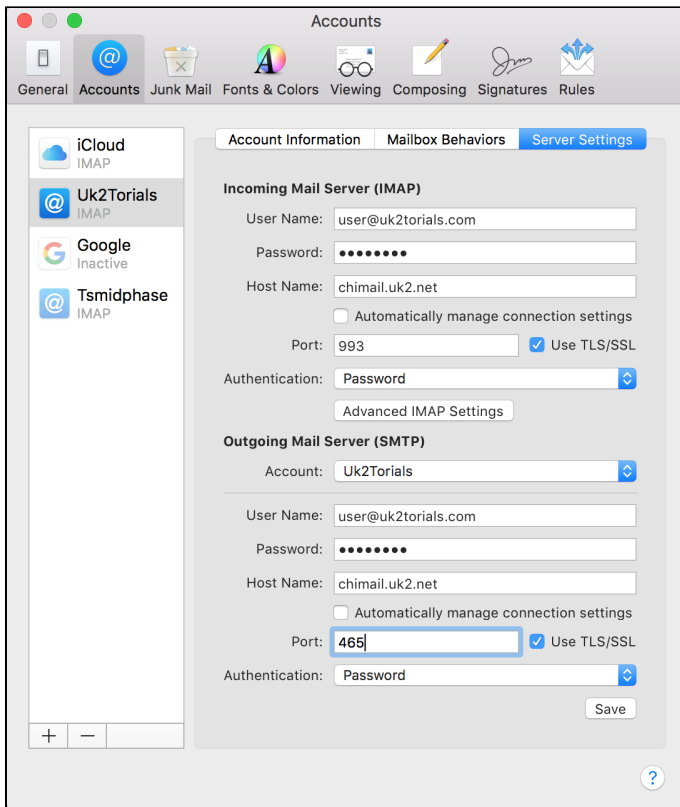
Outgoing Mail Server Settings:

Turn OFF “Automatically manage connection settings”

Port: 465 with “Use TLS/SSL” enabled

Authentication: Password

Click the “Save” button.



Your email account is now set up! Test the sending and receiving mail to make sure the email account is working correctly.

If you have any problems sending or receiving email, check the following settings:

### 1. Open "Mail"

In the Toolbar, Click "Mail" and then "Preferences".

### 2. Server Settings

In the "Account" page select the "Server Settings" tab.

### 3. Verify the Incoming and Outgoing Server settings.

Go over the Incoming Mail Server settings and make sure everything is entered correctly.

Username: Your full email address

Password: Your email account password

Host Name: [chimail.uk2.net](http://chimail.uk2.net)

Uncheck "Automatically manage connection settings"

Port: 993 with "Use TLS/SSL" enabled

Authentication: Password

Review the Outgoing Mail Server settings and make sure everything is entered correctly.

Username: Your full email address

Password: Your email account password

Host Name: [chimail.uk2.net](http://chimail.uk2.net)

Uncheck "Automatically manage connection settings"

Port: 465 with "Use TLS/SSL" enabled

Authentication: Password



Apple also has many articles for how to set up your email client. The [default email settings](#) may also be useful for you if you would like to confirm the settings to use for your account.

## Related articles

- [How To Change An Email Password](#)
- [How To Add An Addon Domain in Chi](#)
- [How To Set Up Email Accounts On An iPhone](#)
- [How To Update Card Details In CHI](#)
- [How To Transfer A Domain OUT](#)