

Setting up another Advanced or Standard mailbox setup in Mac Mail

Setting up another Advanced or Standard mailbox using Mac Mail will take just a few minutes.



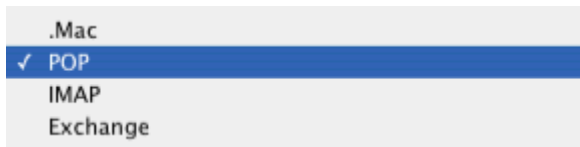
Note: If this is the first mailbox you've set up with this copy of Mac Mail, follow our guide [Setting up your first Advanced or Standard mailbox with Mac Mail](#).

Step 1: Open Mail, then click **Preferences** in the *Mail* menu.

Step 2: Click the + button in the bottom-left of the window, to add a new mailbox.



Step 3: A mailbox called *New Mailbox* will appear in the *Accounts* list. Choose **POP3** in the *Account Type* drop-down list.



Step 4: Enter a description of the mailbox in the *Description* text-box. This can be anything you choose and will only be seen by you.

Step 5: Enter your email address in the *Email Address* text-box.

Step 6: Enter your name in the *Full Name* text-box. This will be the name that most people see when they receive email from you.

Description:	Geoff's email
Email Address:	geoff@yourdomain.co.uk
Full Name:	Geoff Man

Step 7: Enter your mailserver in the *Incoming Mail Server* text-box. This is your domain name with "mail." added to the beginning.

Example: If your domain name were yourdomain.co.uk, it would be mail.yourdomain.co.uk

Step 8: Enter your email address in the *User Name* text-box.

Step 9: Enter the password you chose for your mailbox in the *Password* text-box.

Incoming Mail Server:	mail.yourdomain.co.uk
User Name:	geoff@yourdomain.co.uk
Password:

Setting up your outgoing mail server (Advanced mailbox)

If you are setting up a Standard mailbox, skip to *Setting up your outgoing mail server (Standard mailbox)*.

Step 1: Click the *Outgoing Mail Server (SMTP)* drop-down list, then click **Add Server**.

Step 2: The *SMTP Server Options* window will open. Enter "smtp.fasthosts.co.uk" in the *Outgoing Mail Server* text-box.

Step 3: Ensure the *Use Secure Sockets Layer (SSL)* text-box remains **unticked**, then select **Password** from the *Authentication* drop-down list.

Step 4: Enter your email address in the *Username* text-box, then enter your mailbox password in the *Password* text-box.

SMTP Server Options

Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:



Step 5: Click the OK button to close the window.

Setting up your outgoing mail server (Standard mailbox)

Your outgoing (SMTP) mail server is provided by your ISP.



Important: The instructions below are for Standard mailbox users who connect to the internet using Fasthosts Broadband or Fasthosts Dial. If you use a different ISP, follow their instructions for setting up your outgoing mail server.

Step 1: Click the *Outgoing Mail Server (SMTP)* drop-down list, then click **Add Server**.

Step 2: The *SMTP Server Options* window will open. Enter "smtp.fasthosts.co.uk" in the *Outgoing Mail Server* text-box.

Step 3: Ensure the *Use Secure Sockets Layer (SSL)* text-box remains **unticked**, then select **None** from the *Authentication* drop-down list.

SMTP Server Options

Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:



Step 4: Click the OK button to close the window.

Saving your new mailbox

Close the *Accounts* window, then click the **Save** button when prompted.