

Setting up your first Advanced or Standard mailbox with Mac Mail

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



Note: If this is not the first mailbox you've set up with this copy of Mac Mail, follow our guide [Setting up another Advanced or Standard mailbox setup in Mac Mail](#).

Step 1: Open Mac Mail and the *Welcome to Mail* window will open.

Full Name: Geoff Mann

Email Address: geoff@yourdomain.co.uk

Incoming Mail Server: mail.yourdomain.co.uk

Account Type: POP

User Name: geoff@yourdomain.co.uk

Password:

Outgoing Mail Server (SMTP): smtp.fasthosts.co.uk

Step 2: Enter your name in the *Full Name* text-box.

Step 3: Enter your email address in the *Email Address* text-box.

Step 3: Enter your incoming mail server in the *Incoming Mail Server* text-box. This is your domain name with "mail." added to the beginning.

Step 4: Select **POP** in the *Account Type* drop-down list.

Step 5: Enter your email address in the *User Name* text-box.

Step 6: Enter the mailbox password - you chose this when you created the mailbox - in the *Password* text-box.

Step 7: If you have an Advanced mailbox, enter **smtp.fasthosts.co.uk** in the *Outgoing Mail Server (SMTP)* text-box.



Important: If you are setting up a Standard mailbox, enter your ISP's SMTP server.

Step 8: Click the **OK** button and Mac Mail will try to connect to your mail server.

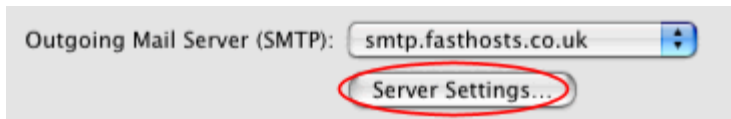
Further settings for Advanced mailbox users



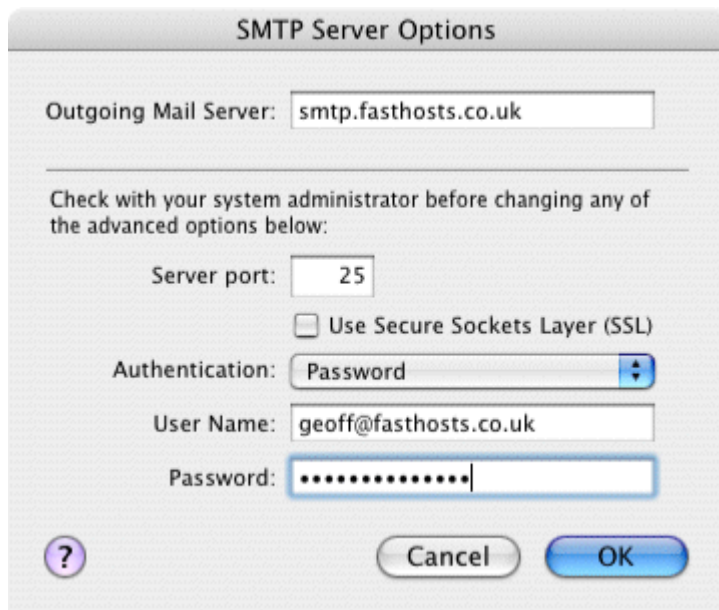
Note: If you are setting up a Standard mailbox and use Fasthosts Broadband or Dial, you have already configure your outgoing mail server. If you are using a Standard mailbox and connect with another ISP, ask your ISP for their outgoing mail server setup instructions.

Step 1: Click **Preferences** in the *Mail* menu.

Step 2: In the *Accounts* window, click the **Server Settings** button.



Step 3: Select **Password** from the *Authentication* drop-down list.



Step 4: Enter your email address in the *User name* text-box.

Step 5: Enter your mailbox password in the *Password* text-box.

Step 6: Click the **OK** button.

Saving your new mailbox

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