

Setting Up a New Apple Mail Email Account (Newer mac)

1. The first time you start the email application you will come to the Welcome to Mail wizard. Fill out the following information and click Continue
 - Full Name – **Name as you would like it to appear when you send emails**
 - Email Address – **Your Molalla.net email address**
 - Password – **Your Molalla.net email address password.**

Welcome to Mail

You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name:

Email Address:

Password:

? Cancel Go Back Continue

2. You can enter in a Description for the email or leave it blank. Use the following information.
 - Account Type – **POP**
 - Incoming Mail Server – **pop3.molalla.net**
 - Username – **Your full Molalla.net email address.**
 - Password – **Your Molalla.net email address password**

Press Continue

Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

Cancel Go Back Continue

- You can enter in a Description for the Outgoing email server or leave it blank.
 - Outgoing Mail Server – **smtp.molalla.net**
 - Place a check next to Use Authentication
 - User Name – **Your full Molalla.net email address**
 - Password – **Your Molalla.net email address password**

Press Continue

Outgoing Mail Server

Description: (optional)

Outgoing Mail Server: smtp.molalla.net

Use only this server

Use Authentication

User Name: support@molalla.net

Password:

Cancel Go Back Continue

- If the Verify Certificate notification shows up press Cancel.



- If the Mail cannot send your password securely to the server appears select Setup Manually.



6. Uncheck Use Secure Sockets Layer (SSL) and set Authentication to Password, Press Continue.



7. The Account Summary should review the information that was entered in, if everything matches up click on Create and you should now be able to send and receive your Molalla.net emails.

