

Configuring APC Email on your Mac OS X device (MacBook or iMac) using the Mail.app program

Important - this is for first-time configuration. If you already have email set up on your Mac and just need to do an upgrade, please see the other document. This is the new easier setup procedure starting June 2018.

This will configure your device to use a direct connection to the DreamHost IMAP/SMTP servers and is the preferred way of accessing email from your Mac, as it is more secure and much faster than using WebMail. Please only use this setup on a Mac that is under your control (e.g. don't do this on a shared computer).

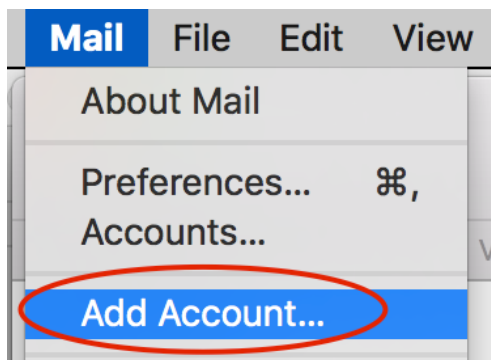
If you already have email configured for another account (such as Mac.com) it will not be affected, and both email accounts can coexist side by side.

Step by Step

Open the **Mail** application which should be in the **Dock** and looks like this:



If the Welcome to Mail assistant does not appear, choose **Add Account** from the **File** menu.



Choose **Other Mail Account...**

Choose a Mail account provider...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Other Mail Account...

Enter your Full Name, Email Address and Password

 **Add a Mail account**

To get started, fill out the following information:

Name:

Email Address:

Password:

Cancel

Back

Sign In

NOTE: you should get an error that looks like this and is expected:

Unable to verify account name or password.

Continue by including the missing information:

Notes:

1. Your **Email Address** and **User Name** are the same (your full email address).
2. The **Incoming** and **Outgoing Mail Server** are both **mail.apc1002.org**

Email Address:

User Name:

Password:


Account Type:


Incoming Mail Server:

Outgoing Mail Server:

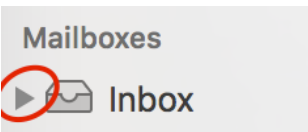
Select the app you want to use with this account (**Mail**)

Select the apps you want to use with this account:

 Mail

 Notes

If you have more than one mail account set up on this mac, you can reveal all your mailboxes by clicking the small triangle:



Please send us a test email to **apc@xochi.com** and we will confirm that everything is set up properly.