1. From Apple Mail menu bar, click on Mail > Preferences > Accounts > click on + to add a new account.
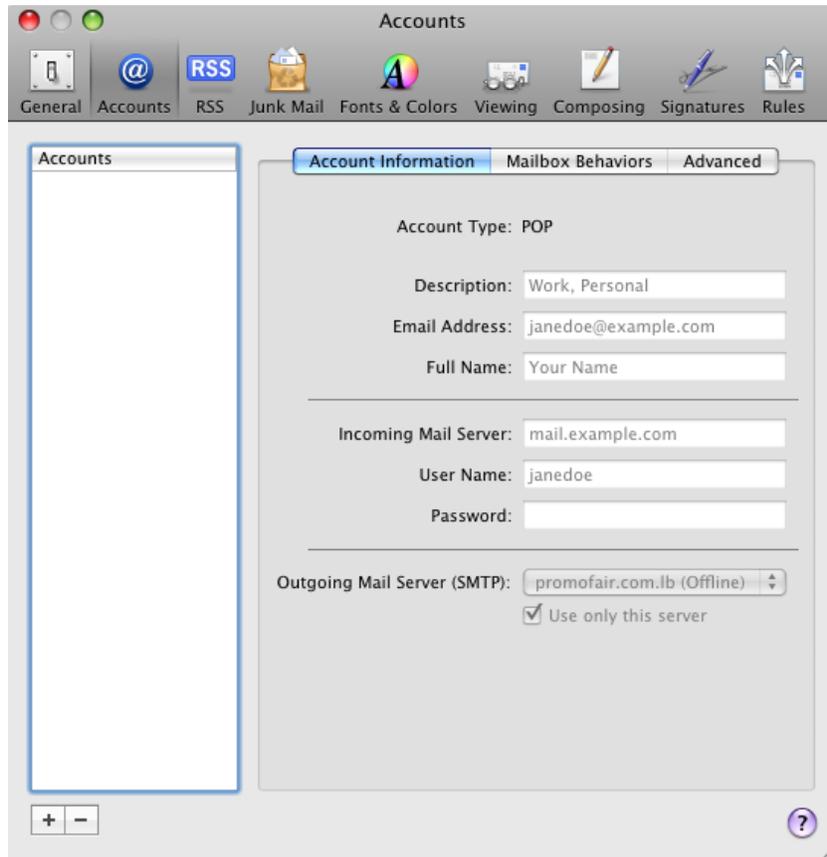
2. Enter the following:

Full Name: Your name.

User Name: Enter your email

Password: Enter the password that we send you before.

Click Continue.

3. For Incoming Mail Server, select POP for Account type.

Incoming Mail Server: mail.yourdomainname

User Name: Enter your email

Password: Enter the password that we send you before.

Click Continue.

4. For Outgoing Mail Server, enter the following:

Outgoing Mail Server: mail.yourdomainname

User Name: Enter your email

Password: Enter the password that we send you before.

Tick on "Use only this server"

Tick on "Use Authentication"

Click Continue.

How to leave messages on the POP server on MAC

1. Open Mail
2. Click **Mail menu**
3. Select **Preferences**
4. Select **Accounts**

5. Select **Advanced**

6. Check **Remove copy from server after retrieving a message**

7. Set time you want to leave messages on server

8. Close dialog box and save