1. From Apple Mail menu bar, click on Mail > Preferences > Accounts > click on + to add a new account.

00	Accounts				
General Accounts RSS	Junk Mail Fonts & Colors Viewi	ng Composing Signatures Rules			
Accounts Account Information Mailbox Behaviors Advanced					
	Account Type: POP				
	Description:	Work, Personal			
	Email Address:	janedoe@example.com			
	Full Name:	Your Name			
	Incoming Mail Server:	mail.example.com			
	User Name:	janedoe			
	Password:				
	Outgoing Mail Server (SMTP):	promofair.com.lb (Offline) 🛟			
+ -		0			

2. Enter the following:

Full Name: Your name.

User Name: Enter your email

Password: Enter the password that we send you before.

Click Continue.



	Add Account You'll be guided th an additional mail To get started, fill Full Name:	hrough the necessary steps to set up account. out the following information: Siteground
CORERTING	Email Address: Password:	user@domain.com
0	Cancel	Go Back 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.



		(A. 2022)
1000	Account Type:	10 POP3
	Description:	POP3
1	Incoming Mail Server:	mail.domain.com
O FR	User Name:	user@domain.com
	Password:	•••••
EMUNO		

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.



	surgering man server	
many	Description:	My SMTP
ST W	Outgoing Mail Server:	mail.domain.com 💽
2 2		Use only this server
3	Use Authentication	
OFR	User Name:	user@domain.com
	Password:	•••••
6		
CURERTINO		
0		

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

000	Accounts	\odot
General Accounts Junk Mail	Fonts & Colors Viewing Composing Signature	s Rules
Accounts	Account Information Mailbox Behaviors	Advanced
POP Account POP	 Enable this account Include when automatically checking for r Remove copy from server after retrieving After one week Remove complete 	iew mail a message: nove now
	Prompt me to skip messages over	КВ
	Account Directory: ~/Library/Mail	Choose
	Check with your system administrator before changing any of the advanced options below: Port: 110 Use SSL Authentication: Password	

