EMAIL SETUP

MAIL ON MAC

Works with: macOS 27 Golden Gate. Also works on macOS 26 Tahoe, Sequoia and Sonoma.

Add your business email to the Mail app that comes with every Mac.

YOUR SETTINGS	Have these ready. Swap **yourdomain.com** for your own website address.
USERNAME	Your **full** email address, e.g. `you@yourdomain.com`
PASSWORD	The email password we sent you. Copy and paste it to avoid typos.
ACCOUNT TYPE	**IMAP** (keeps every device in sync)
INCOMING SERVER	`mail.yourdomain.com` · Port `993` · Security `SSL/TLS`
OUTGOING SERVER	`mail.yourdomain.com` · Port `465` · Security `SSL/TLS` If 465 is refused, use port `587` with `STARTTLS`. The outgoing server needs the same username and password.

Add the account

1. Open **Mail**. In the menu bar choose **Mail › Add Account**.
2. Type your email address and click **Continue**.
   On macOS 26 and earlier you see a provider list instead. Choose **Other Mail Account…** and click **Continue**.
3. Enter your **Name** (what recipients see), **Email Address** and **Password**, then click **Sign In**.
4. Mail will say *"Unable to verify account name or password."* That is expected. It simply needs the server names.
5. Fill in the extra fields: **User Name** is your full email address, **Account Type** is **IMAP**, and both **Incoming Mail Server** and **Outgoing Mail Server** are `mail.yourdomain.com`. Click **Sign In**.
6. Leave **Mail** ticked (Notes is optional) and click **Done**.

Confirm the connection is secure

7. Choose **Mail › Settings › Accounts**, select your account and open the **Server Settings** tab.
8. Untick **Automatically manage connection settings** in both sections so the ports show.
9. Incoming should be Port `993` with **Use TLS/SSL** ticked. Outgoing should be Port `465` (or `587`) with **Use TLS/SSL** ticked. Authentication is **Password**. Click **Save**.

 © 2026 Formula Marketing

Recommended options

- **Mail** › **Settings** › **General**: set **Check for new messages** to **Automatically**.
- **Apple menu** › **System Settings** › **Notifications** › **Mail**: turn on **Allow notifications**, with badges and sound.

> **Menu names changed.** Apple renamed “Preferences” to **Settings** and “System Preferences” to **System Settings**. If you are following an older guide, they are the same place.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

 © 2026 Formula Marketing