

## Mac Mail iFocusMail Account Setup

- 1. Open up Mac Mail.
- 2. Select **Mail** from the menu at the top and choose **Preferences**.



3. Press the + button in the lower left.

ccounts	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	1
	User Name:	janedoe	
	Password:		
	Outgoing Mail Server (SMTP):		
		Server Settings	)

4. For Account Type, Select POP. For Account Description this can be anything from your e-mail address to your name, Its just a label for future reference. For the Full Name field this should be what you would like people to see when you email them. I.E., Your name, Company name, Nick name, etc. For E-mail address field this needs to be your full e-mail address. Press Continue.

	General Information		
m	Account Type:	POP	÷
25.	Account Description:	Joe User	
21	Full Name:	Joe User	
5	Email Address:	username@domain.com	
CORERIN	o /man		
?	Cancel		Continue

5. Your **Incoming mail server**: needs to be **ifocusmail.com and** the **Username**: needs to be your full e-mail address. For the **Password**: type in your password. Then press **Continue**.

	Incoming Mail Server:	ifocusmail.com	
-		Example: mail.example.com	
	User Name:	username@domain.com	
	Password:		
O FR			
O FR			
A DECEMBER OF A			
R			
A COMERLING			
CUMERLING			

6. Your Outgoing mail server: needs to be ifocusmail.com Check the box that says Use Authentication. The Username: needs to be your full e-mail address. For the Password: type in your password. Then press Continue.

	Outgoing Mail Server:	ifocusmail.com
I II	a	Example: smtp.example.com
51 8	Use Authentication	
	User Name:	username@domain.com
2	Password:	
CUPERLING	Jones	

## 7. Press Continue.



8. Press Done.

