

How to Setup your E-mail Account - Apple Mail for Mac OS X

1 - Open **Mail**.



2- The Welcome to Mail screen should pop up.

If you are not setting up Apple Mail for the first time, follow steps 5 to 7 and click on the + sign in the lower left-hand corner of the Accounts screen to add your new account.

The screenshot shows the 'Welcome to Mail' dialog box with the following fields and values:

- Full Name: Your Name
- Email Address: username@tedata.net.eg
- Incoming Mail Server: mail.tedata.net.eg
- Account Type: POP
- User Name: username
- Password:
- Outgoing Mail Server (SMTP): out.tedata.net.eg

At the bottom left, there is a question mark icon. At the bottom right, there are 'Quit' and 'OK' buttons.

In the **Full Name** field, type your display name (it will appear on the From field when you send out messages)

In the **Email Address** field, type your full TEData email address, for example

username@tedata.net.eg

In the **Incoming mail server** field, type in: **mail.tedata.net.eg**

Click the arrow box on the **Account Type** pop-up list and choose **POP**

In the **User Name** field, type your username.

Your username is usually the first part of your TEData email address, for example username if your email address is username@tedata.net.eg

In the **Password** field, type your TEData email password.

In the **Outgoing Mail Server (SMTP)** field, type in: **out.tedata.net.eg**

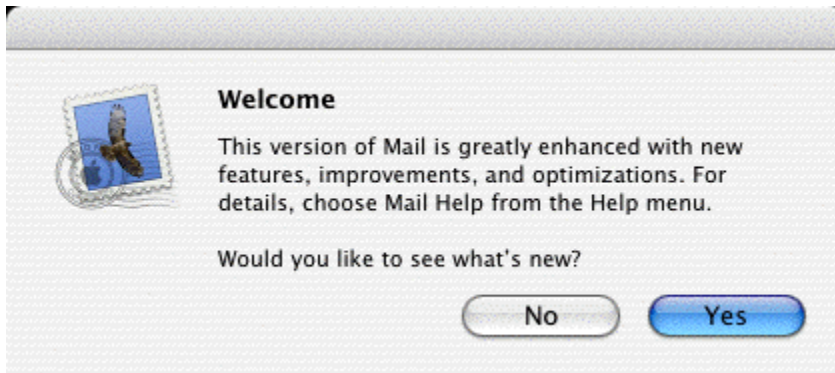
Click the **OK** button.

***Note:** At this point, **Mail** will attempt to contact the mail server. If it fails, click the **Continue** button on the warning message that appears to continue with the set up.*

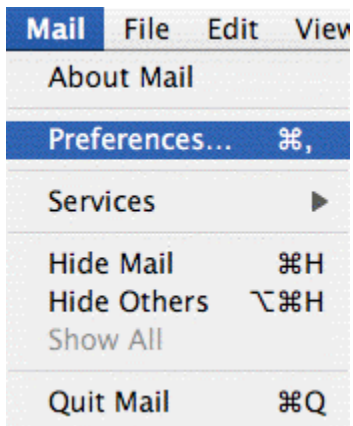
3 - Click the **No** button when asked if you want to import mailboxes.



4 - Click the **No** button when asked if you want to see what's new.



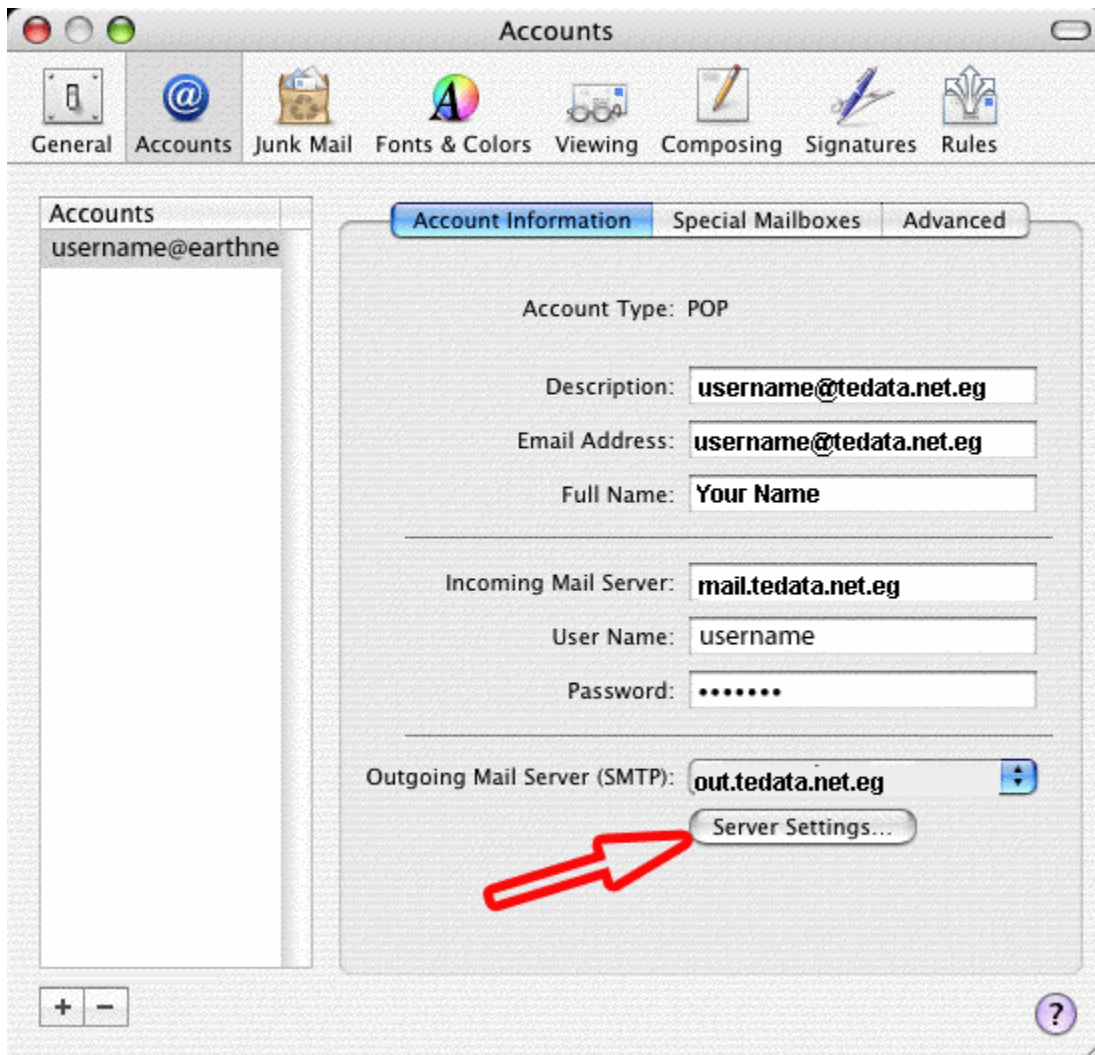
5 - From the **Mail** menu, choose **Preferences**.



6 - Click the **Accounts** icon.



7 - Click the Server Settings button in the lower section of your account information.



8 - A dialog box called SMTP Server Options will pop up.



In the **Outgoing Mail Server** field, type in: out.tedata.net.eg

Server port should be left to 25

The checkbox called Use Secure Sockets Layer (SSL) should NOT be checked

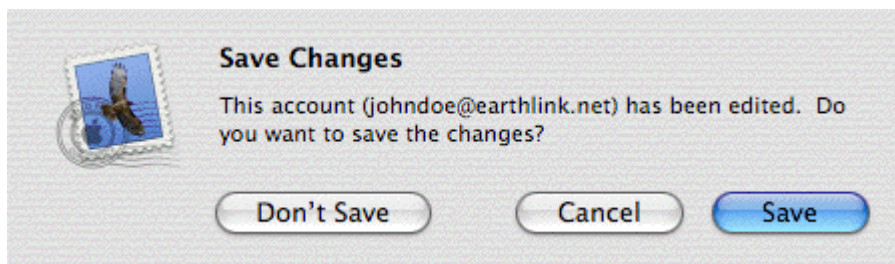
Click the arrow box on the **Authentication** pop-up list and choose **Password**

In the **User Name** field, type your tedata username

In the **Password** field, type your password

Click the **OK** button

9 - Close the **Accounts** window, and click the **Save** button.



Congratulations, you have finished setting up your email account!

TE Data

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