

Email set-up instructions

MAC MAIL



To open Mail, click its icon in the Dock, or browse to the Mail application inside "Macintosh HD" then "Applications".



- If this is the **first time** you have set up Mail, you will be prompted to set up a new Mail account.
- If you have already set up an account in Mail once before and wish to set up a new Activ8me email account, simply go to the "File" menu at the top then select "Add Account". You can then follow the same procedure outlined below.

Mail will ask for some details. Type in your full name, your email address and your password.

A screenshot of the "Welcome to Mail" dialog box. The window title is "Welcome to Mail". The main text says "Welcome to Mail" followed by "You'll be guided through the necessary steps to set up your mail account." and "To get started, fill out the following information:". There are three input fields: "Full Name:" with the text "testbed", "Email Address:" with the text "testbed@activ8.net.au", and "Password:" with seven dots. At the bottom, there are three buttons: a help button with a question mark, a "Cancel" button, a "Go Back" button, and a "Continue" button. A mouse cursor is pointing at the "Continue" button. In the background, there is a faint watermark of a postage stamp with an eagle and the text "HELLO FROM CUPERTINO CA".

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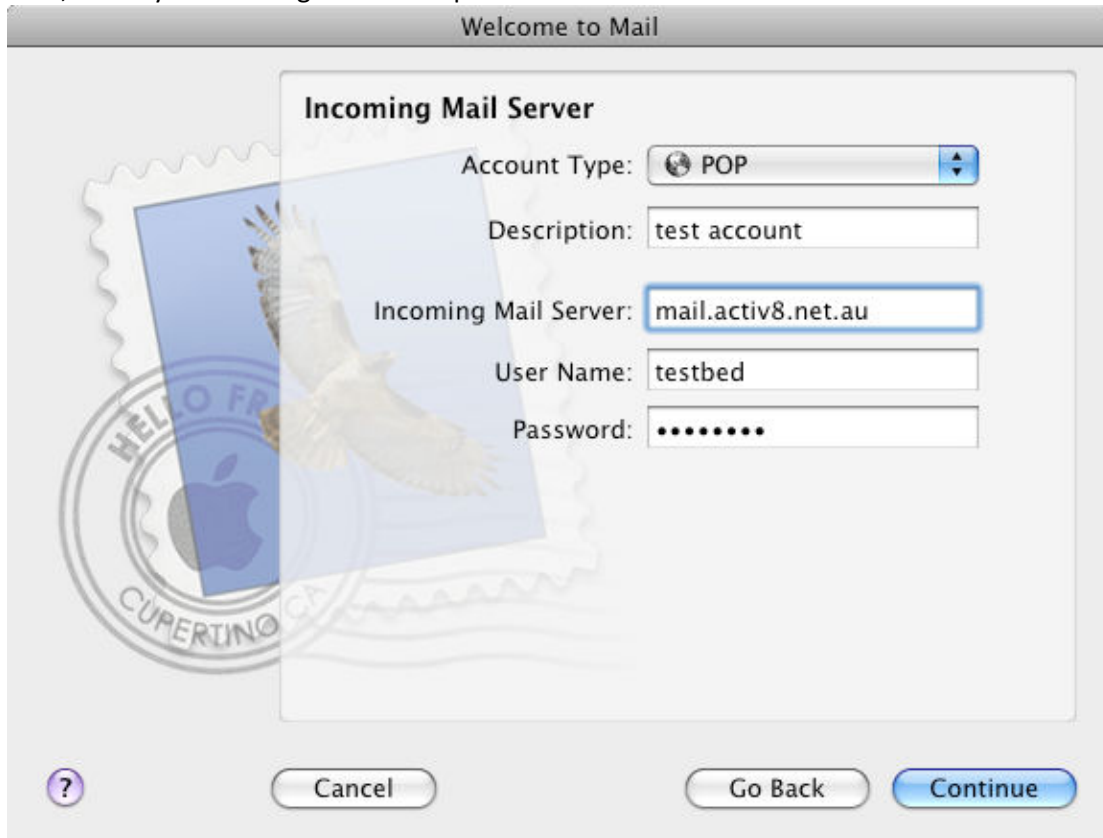


Mail will automatically choose POP as the account type. This is correct.

Set the Incoming mail server to mail.activ8.net.au. Your username and password should automatically carry over from the page previous. If any of these details do not, simply retype them in the appropriate fields.

Click "Continue".

Mail will then attempt to verify your settings by logging in. If you are not connected to the Internet, you'll get an error, which you should ignore at this point.



You will now receive a message to verify mail.activ8.net.au, click "Connect" to continue.



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There may be a notification about a failure to connect to mail.activ8.net.au, this is normal, so click "Continue" to proceed.



Do not tick the box labelled use "Secure Sockets Layer". This option is not necessary with Activ8 POP email. Ensure that "Password" is selected in the "Authentication" dropdown box and click "Continue"



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Set the description and outgoing mail server to mail.activ8.net.au. Ensure "Use only this server" is ticked and "Use authentication" is un-ticked. Click "Continue" to proceed.



There may be a notification about a failure to connect again to mail.activ8.net.au, this is normal, so click "Continue" to proceed.



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Do not tick the box labelled use "Secure Sockets Layer". This option is not necessary with Activ8me SMTP email. Ensure that "None" is selected in the "Authentication" dropdown box and click "Continue"



You will be presented with a final summary of the details you have entered to confirm they are correct. The screen below shows an example of correct details. If you're happy with your details, click "Create" to commit them.



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You should now see the main MAC Mail window and be able to start sending and receiving emails.

