

How to set-up Apple MAIL to access your Yorktown ePublishing email account



INFO TEXT: Below is information you will want to be familiar with before setting up your account. Please read through to help determine which settings will best work for you.

1) User Information:

Your Name: type your full name or the name you wish to see displayed on sent mail.

E-mail Address: type your assigned e-mail address.

2) Logon Information:

User Name: your assigned login_name@domain_name.

Password: your assigned password

3) Server Information:

Incoming mail server (POP3): mail.yepublishing.com.

Outgoing mail server (SMTP): this setting is dependent on whether you use a cable or DSL provider. For a cable provider, you must set outgoing mail to their specification (ex. mail.optonline.net or smtp.suscom.net). For most DSL providers, you may use mail.yepublishing.com.

Note: If outgoing mail does not send consistently with DSL using the mail.yepublishing.com setting, it may be necessary to obtain a DSL (ex. Verizon) account name and password in order to send mail. In this case, the DSL providers' account name and password would be entered at the *Outgoing Server* tab under the *More Settings* button and the outgoing mail server would be set to the DSL provider (ex. outgoing.verizon.net).

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Step 1

Open **APPLE MAIL**. Navigate to **MAIL/PREFERENCES...**, then click the **ACCOUNTS** button. Click the "+" button in the lower-right hand corner. You will be presented with a series of set-up dialog boxes. Set the **ACCOUNT TYPE**: to **POP**, and enter your information as appropriate here. Click **CONTINUE** when ready



General Information

Account Type:

Account Description:

Full Name:

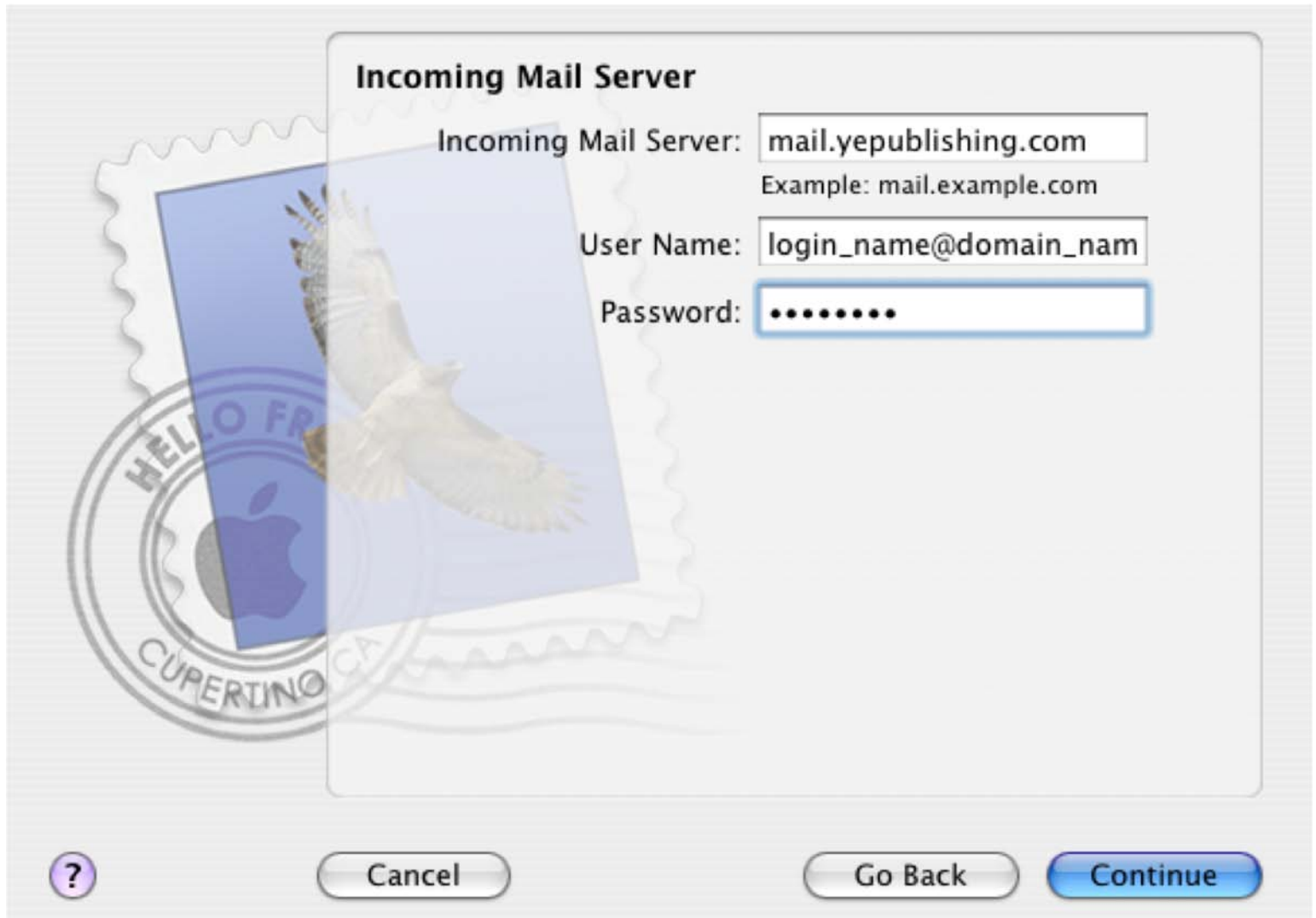
Email Address:



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Step 2

Enter the information as you see below. (Please refer to item 2 in the info text) Your username is your actual username, plus your domain name. *PLEASE NOTE, This may not necessarily be the same as your email address. Click **CONTINUE** when ready.



Incoming Mail Server

Incoming Mail Server:
Example: mail.example.com

User Name:

Password:


? Cancel Go Back Continue

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Step 3

Enter your information as you see below. (Please refer to item 3 in the info text) If you're using a cable modem connection, you must set your outgoing server to your provider's specification. For example, OPTONLINE would be MAIL.OPTONLINE.NET and SUSCOM would be SMTP.SUSCOM.NET. In these cases USE AUTHENTICATION is NOT required. If you're using DSL, the settings below may work fine. If not, you will need to set this according to your provider's specification. Click **CONTINUE** when ready.


Outgoing Mail Server

Outgoing Mail Server: 
Example: smtp.example.com

Use Authentication

User Name:

Password:



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Step 4

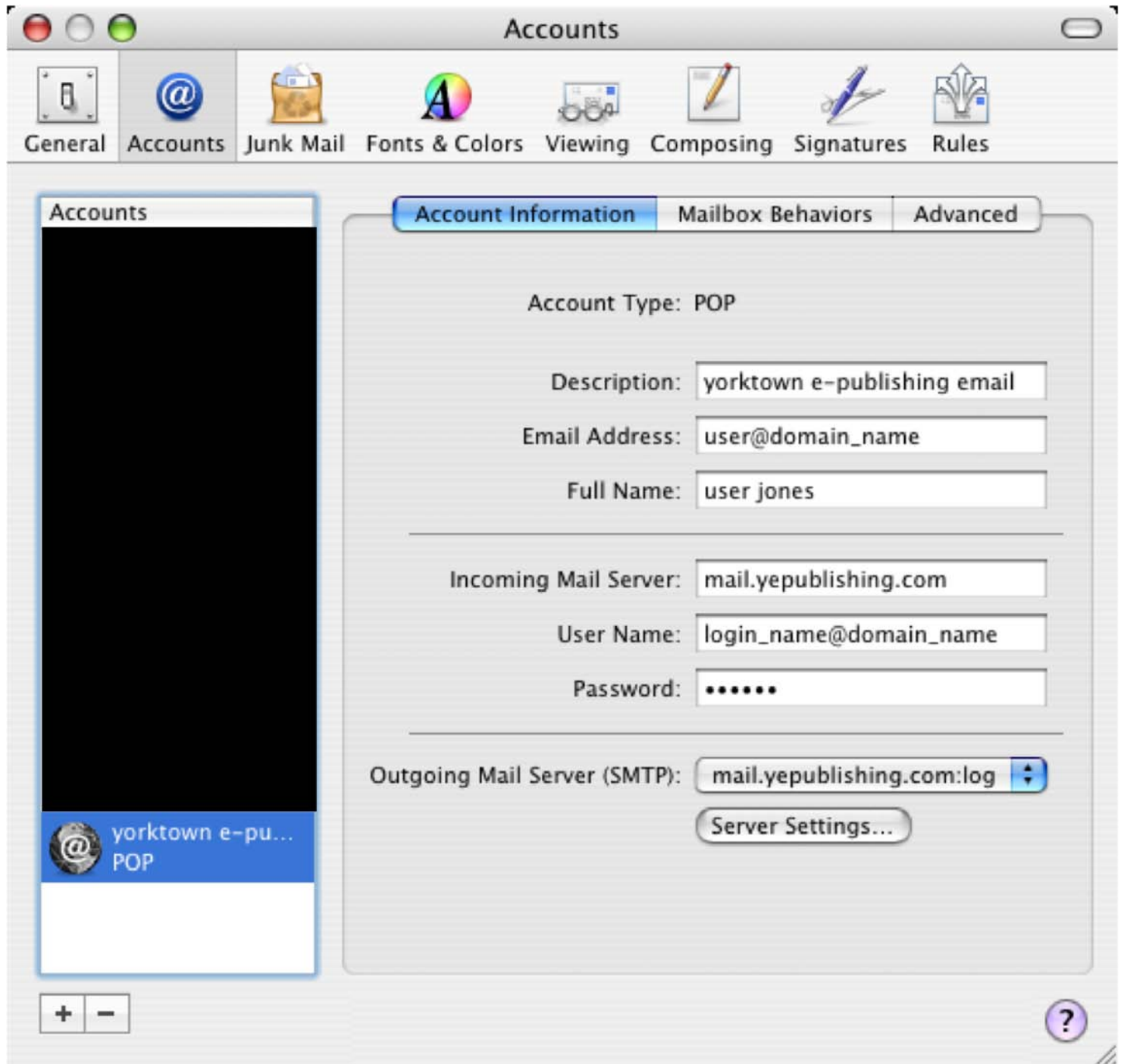
You will be presented with a page summarizing your account settings. Click **CONTINUE** when finished. You are now ready to send and receive email! If you have trouble and/or would like to double-check the settings, please continue to Step 5



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Step 5 - DOUBLE-CHECK YOUR SETTINGS

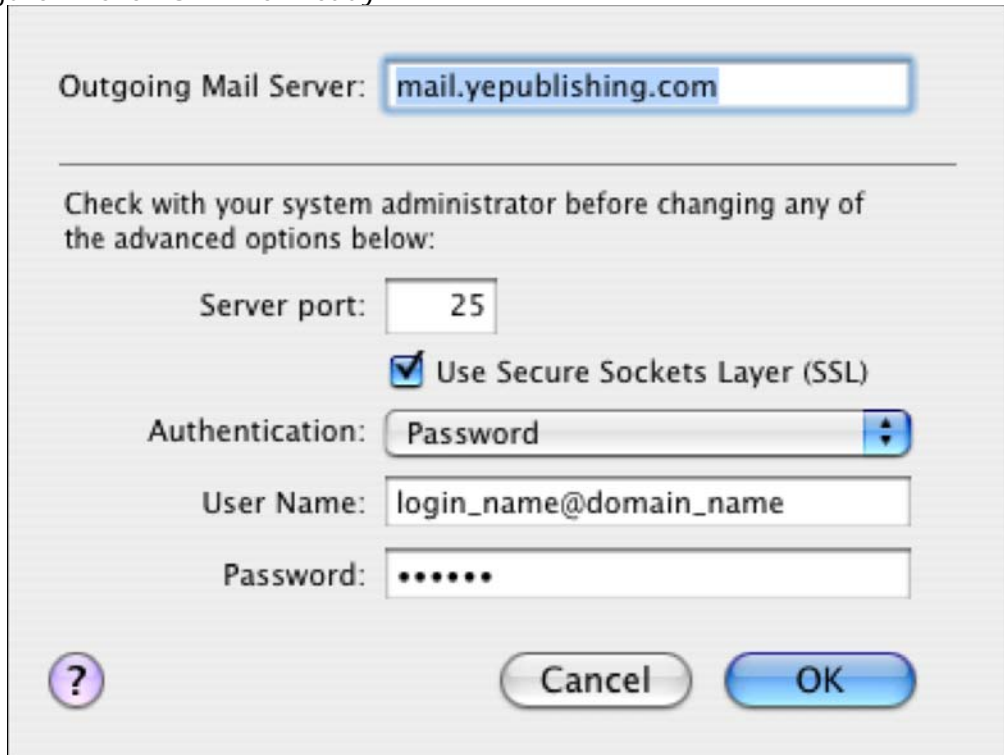
Click **MAIL/PREFERENCES...**, then **ACCOUNTS** – and highlight the account you've just set up. Confirm the settings you see below with your own information. When ready, click the **SERVER SETTINGS...** button



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Step 6

Confirm the settings you see below with your own information. If you're using a cable modem connection, your info will look more like figure 2. Click **OK** when ready.



Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

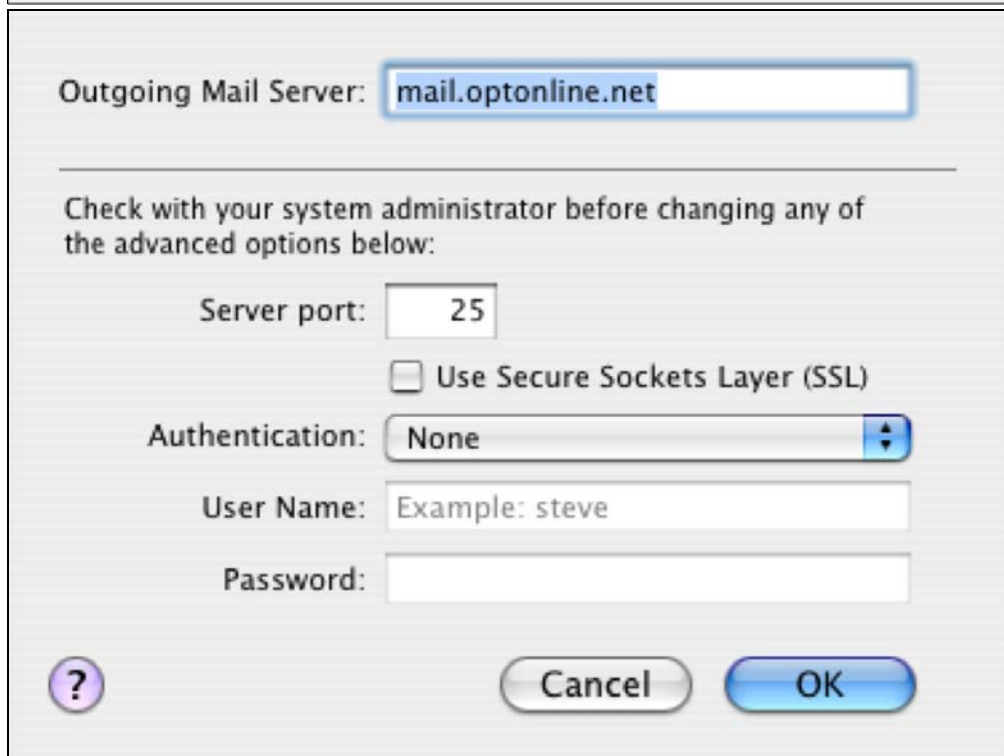
Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:

Figure 1)



Outgoing Mail Server:

Check with your system administrator before changing any of the advanced options below:

Server port:

Use Secure Sockets Layer (SSL)

Authentication:

User Name:

Password:

Figure 2)

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Step 7

Click into the **ADVANCED** tab. Confirm the settings you see below with your own information. Please bear in mind the SSL checkbox you see below may or may not be checked. This depends on the settings from the prior step.

