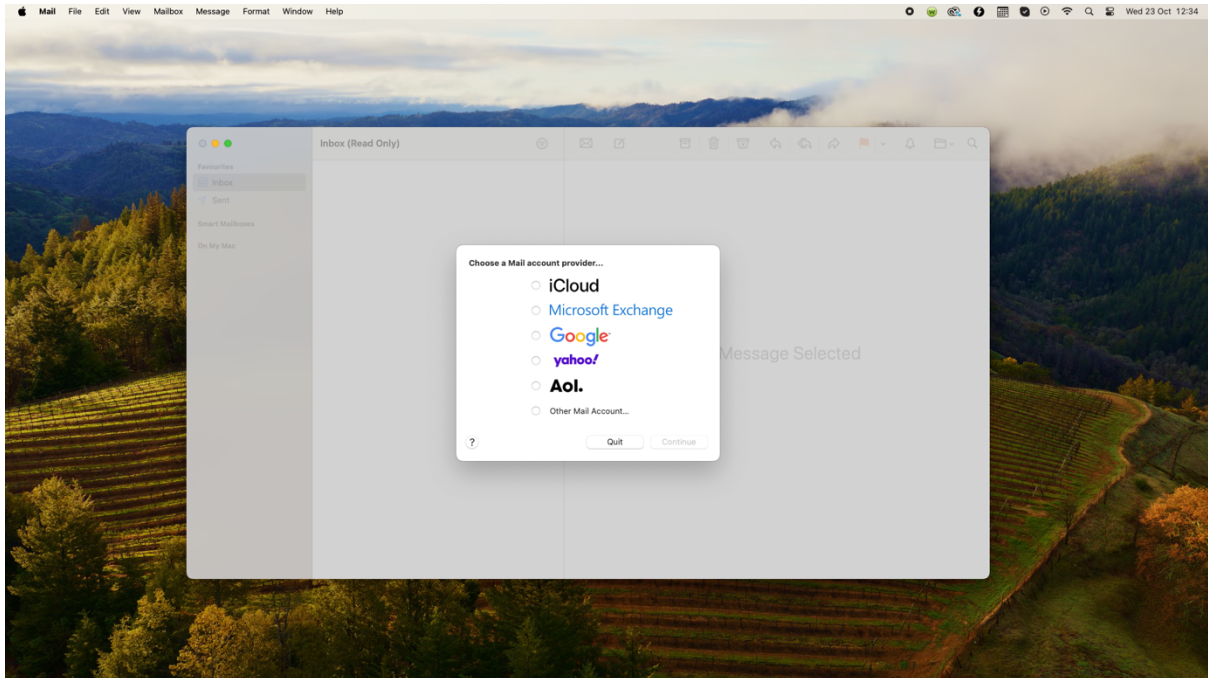




# Email Settings Guide

(macOS)

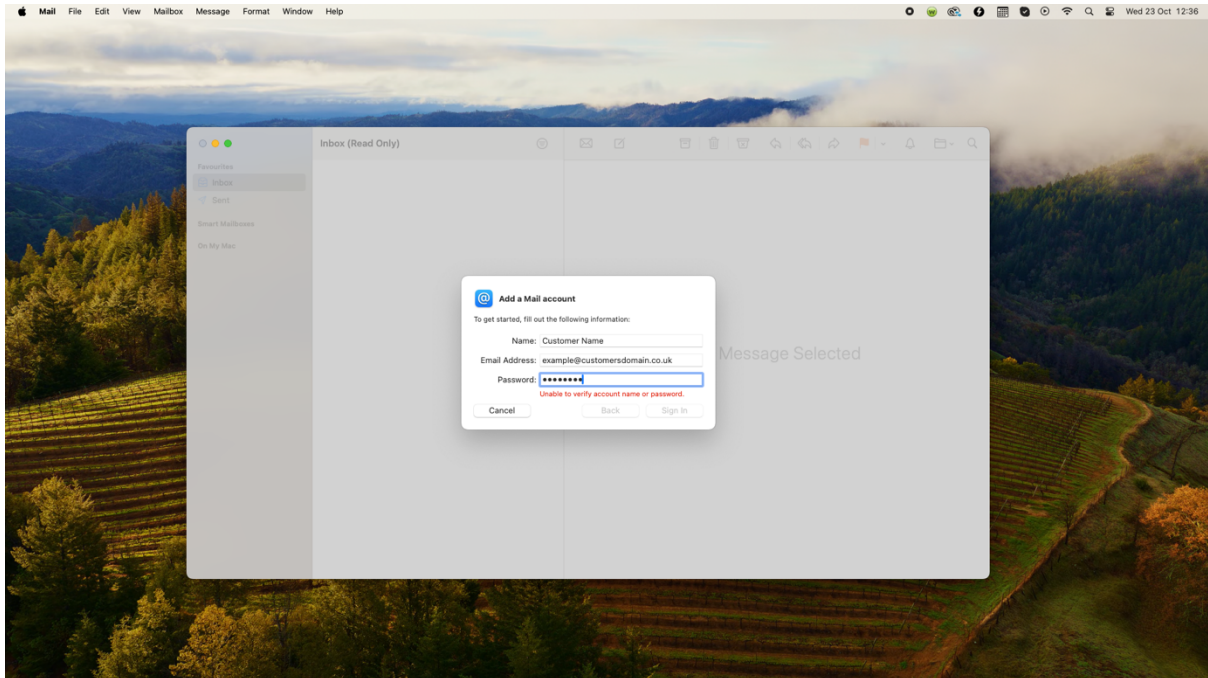
# Step 1



Open the **Mail** App & Select '**Other mail account**' from the list.

(if you already have a personal email account setup, you may have to click on 'Mail' in the top bar, and then 'Add Account' to see this screen)

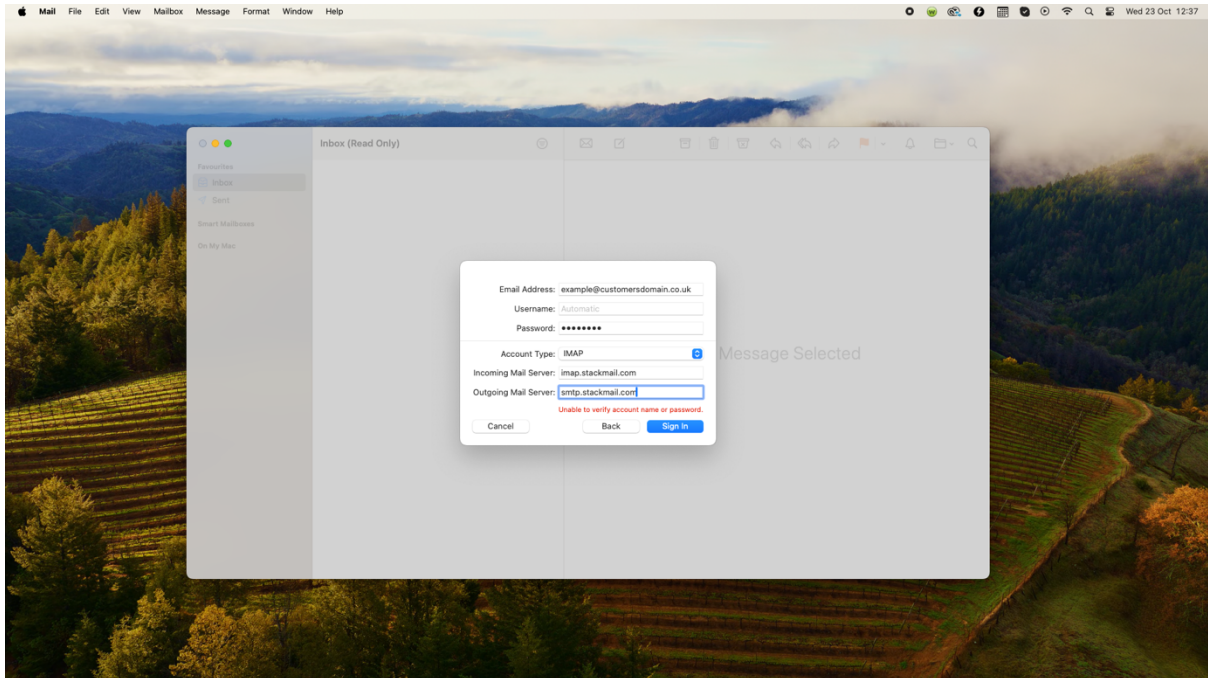
# Step 2



Enter your **Name**, **Email Address** and **Password** in the fields provided.

(the details of your email address, password and website domain will have been sent to your personal email address in your welcome pack when you signed up)

# Step 3

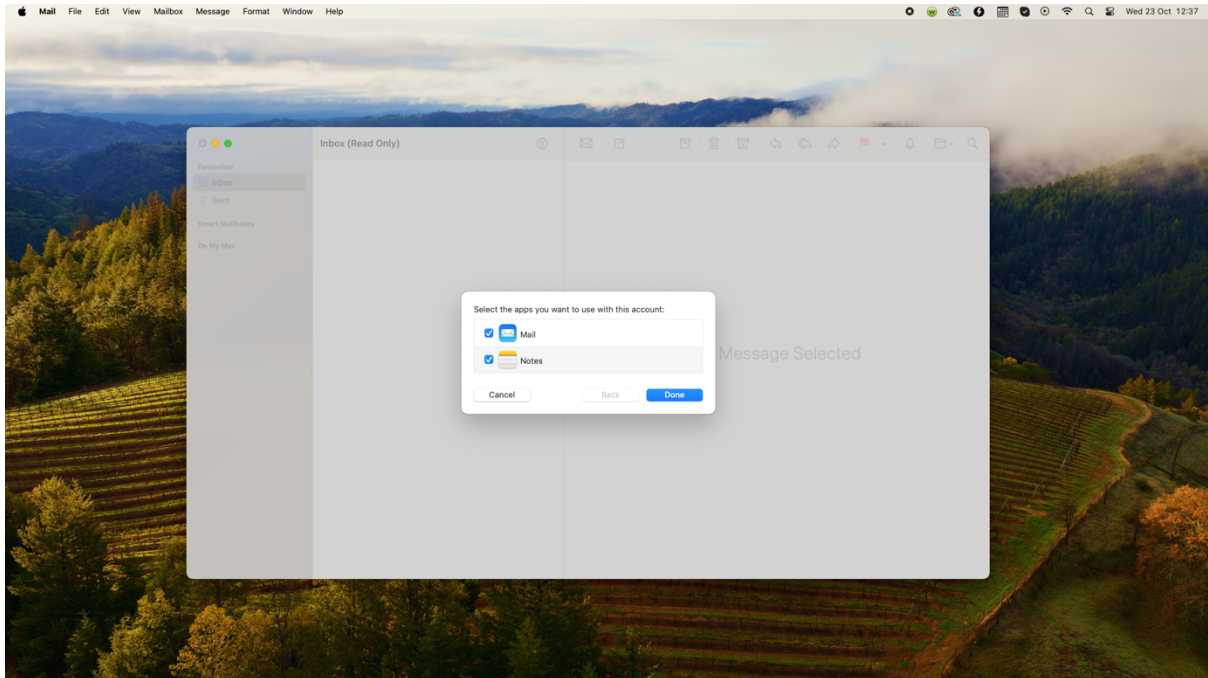


Select '**IMAP**' for the Account Type and then enter the following in the incoming & outgoing fields:

Incoming Mail Server:  
**imap.stackmail.com**

Outgoing Mail Server  
**smtp.stackmail.com**

# Step 4



Select the apps you would like to link to this account and press '**Done**'.