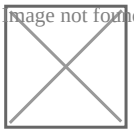
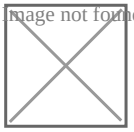
Apple Mail - MacOS

1. Open **Mail** from the dock or from the **Applications** folder.
    - If this is the first time opening the Mail application or the first account being added to the system, you may proceed to Step 4.

2. Click **Mail** on the top left and select **Preferences** from the drop down menu (if **Mail** is not there, you may need to select the Mail icon in the dock to bring it to the top).
3. Click the **Accounts** tab at the top of the new window, then click on the **+** icon at the bottom left-hand side of the window.

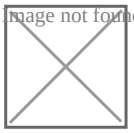


4. On the following screen, choose **Other Mail Account** as the mail provider and click **Continue**.



5. On the **Add Account** screen, enter the following details:
    - **Full name -** This will appear on your emails
    - Full QLD Bar email address
    - Password for the account

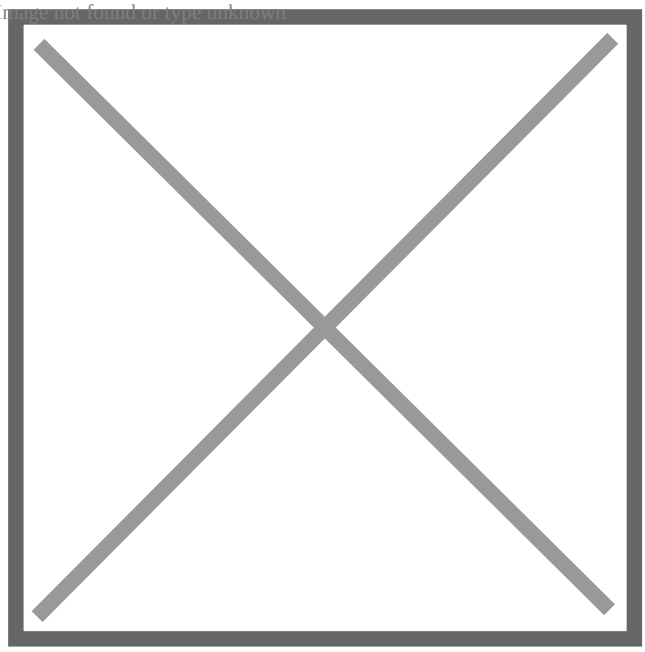
6. Click Sign In when all fields are filled in.



7. On the following screen, configure the options to reflect the settings below:
    - **Email Address:**Full QLD Bar email address
    - **User Name:** Full QLD Bar email address
    - **Password:** Password for the account
    - **Account Type:** POP
    - **Incoming Mail Server:** email.barweb.com.au
    - **Outgoing Mail Server:**

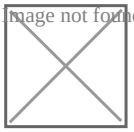
email.barweb.com.au

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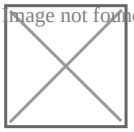
8. Click **Sign in**
9. Check that all the details are correct in the **Account Information** window (ensure the new account is selected in the left bar).
10. Click the drop-down button next to **Outgoing Mail Server (SMTP)**.

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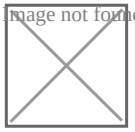
11. Select **Edit SMTP Server List...**

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12. In the following screen, make sure the **email.barweb.com.au** server name is highlighted, then click the **Advanced** tab.
    - **Uncheck** the setting to Automatically detect account settings.
    - Change the port number to **465** (and make sure **Use SSL** is ticked).
    - Change **Authentication** to password by selecting it in the dropdown menu.
    - Type in your **username** (Your Email Address) and the **password** (Your Email Password)

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13. Your **BarWeb Mail** account has now been successfully set up. You can begin to send and receive mail as per usual.

Revision #2

Created Tue, Aug 20, 2019 4:25 AM by Zachary Cash

Updated Fri, Mar 6, 2020 12:19 PM by Luke Du