

# 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.

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

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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.

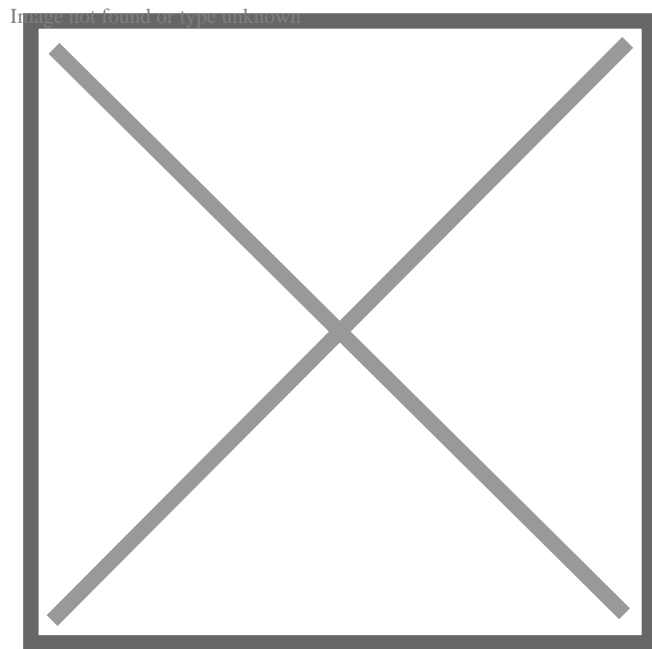
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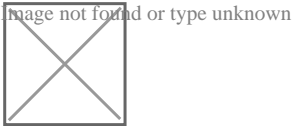
7. On the following screen, configure the options to reflect the settings below:

- **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:**

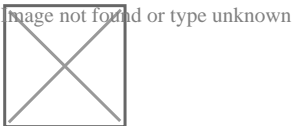
email.barweb.com.au



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)**.

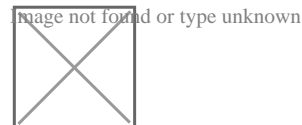


11. Select **Edit SMTP Server List...**



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)



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

Updated Fri, Mar 6, 2020 12:19 PM by [Luke Du](#)