



About Mail

Preferences... ⌘,

Accounts...

Add Account...

Services ▶

Hide Mail ⌘H

Hide Others ⌘⇧H

Show All

Quit Mail ⌘Q

**STEP 1: Open Preferences**

All Mail (30 messages)

Sent ▾ Drafts ▾ Flagged

From

Subject

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# STEP 2: Click on Accounts



General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules

Default email reader: Mail.app

Get new messages: Automatically

New messages sound: New Messages Sound

Play sounds for other mail actions

Dock unread count: Inbox Only

New message notifications: Inbox Only

Downloads folder: Downloads

Remove unedited downloads: After Message is Deleted

- Add invitations to Calendar automatically
- Automatically try sending later if outgoing server is unavailable
- Prefer opening messages in split view when in full screen

When searching all mailboxes, include results from:

- Trash
- Junk
- Encrypted Messages



# STEP 3: Select your account.

- General
- Accounts**
- Junk Mail
- Fonts & Colors
- Viewing
- Composing
- Signatures
- Rules

- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- @ lance@k... IMAP**
- iCloud IMAP
- Invoices IMAP
- +
- 

### Account Information Mailbox Behaviors Server Settings

Enable this account

Status: Online ●

Description:

Email Address:

Download Attachments:

Send large attachments with Mail Drop





Archive (30 messages)

# STEP 4: Edit your account settings as seen here:

*(use your own name, email address, and password)*

- New Message
- Mailboxes
- Inbox
- VIPs
- Flag
- Sent
- Jun
- Tras
- Arch
- Smart Ma
- On My Ma
- Rec
- Imp
- Del
- Jun
- Sen
- Imp
- Del
- Jun
- Sent Items

General Accounts Jun Signatures Rules

- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- lance@k... IMAP
- iCloud IMAP
- invoices... IMAP

Account Information Mailbox Behaviors **Server Settings**

### Incoming Mail Server (IMAP)

User Name: lance@knightandowl.com

Password: .....

Host Name: mtl-node12.websitehostserver.net

Automatically manage connection settings

Advanced IMAP Settings

### Outgoing Mail Server (SMTP)

Account: Knightandowl

User Name: lance@knightandowl.com

Password: .....

Host Name: mtl-node12.websitehostserver.net

Automatically manage connection settings



**STEP 5:** There is no save button.

Click another Preference to close this window, then re-open this one to be sure your changes took effect.



- New Mess
- Mailb
- Mailboxes
- Inbo
- VIPs
- Flag
- Sen
- Jun
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- Arch
- Smart Ma
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- Sent Items

General Accounts Jun

lance@k... IMAP

iCloud

invoices...

+ -

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