Creating an Email Account – Mac Mail

The following guide contains steps to creating a new Email Account in Mac Mail. Before you begin you will need 4 pieces of information:

1 – Username. Your username is the email address provided to you by Uniserve.
2 – Password. This is the password associated with your Username.
3 – Incoming Server (POP3). This will depend on your domain; refer to the Email Server Settings by Domain (link here) to find this.
4 – Outgoing Server (SMTP). This will always be mail.uniserve.com for all Uniserve customers.

Once you have those pieces of information we are ready to begin.

To open the e-mail wizard open Mail and if the "Welcome to Mail" assistant does not appear, choose Add Account from the File menu.

Welcome to Mail

You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

Full Name: Joe Uniserve

Email Address: username@domain.com

Password: ••••••••

Cancel   Go Back   Continue

Welcome to Mail page: Enter your name in the "Full Name" field. Enter the full email address and password in the appropriate fields then click the Continue button.

Incoming Mail Server page: Select POP3 as the Account Type. Enter the Incoming Mail Server that you found earlier. Make sure the User Name is the complete email address and enter the password. Once this information is entered, click the Continue button.

Incoming Mail Security page: Make sure the Authentication box is set to Password and click the Continue button.

Outgoing Mail Server

Description: Uniserve

Outgoing Mail Server: mail.uniserve.com

☑ Use only this server

☑ Use Authentication

User Name: username@domain.com

Password: ••••••••

Cancel   Go Back   Continue

Outgoing Mail Server page: The Description will be the name of the account in Mac Mail. Set the Outgoing Mail Server to mail.uniserve.com and check "Use only this server". Check "Use Authentication" and enter the username (full email address again) and password. Click the Continue button.

Outgoing Mail Security page: Check the "Use Secure Socket Layer (SSL)" box and set
Authentication to Password. Click the Continue button.

Account Summary

Account Description: username@domain.com
Full Name: Joe Uniserve
Email Address: username@domain.com
User Name: username@domain.com

Incoming Mail Server: pop.domain.com
SSL: off

Outgoing Mail Server: mail.uniserve.com
SSL: on

☐ Take account online

Cancel   Go Back   Create

Account Summary page: You will be given an overview of the account information you have just entered, click the Create button to finish the account creation.