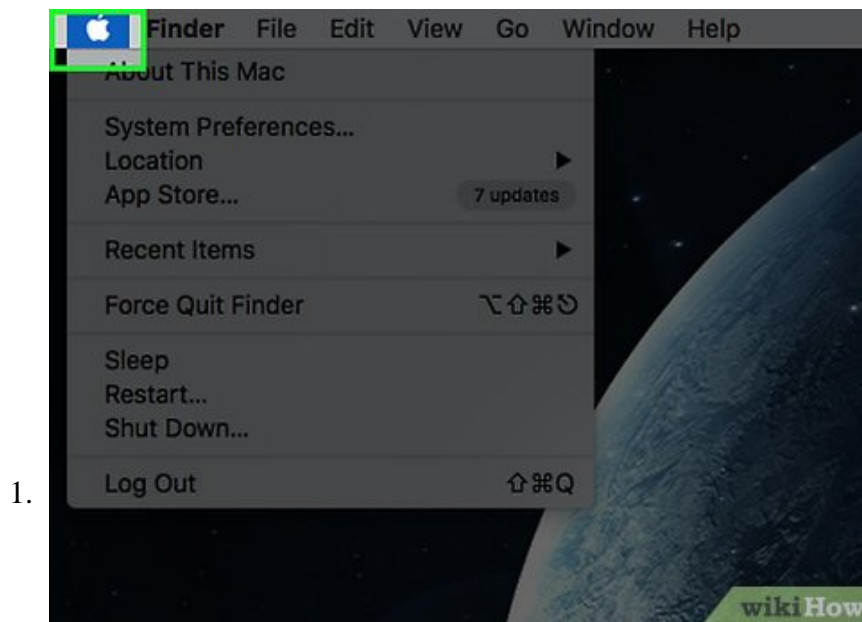


How to Add Email Accounts to a Mac

To add an email account to your Mac, click the Apple menu ? click System Preferences ? click Internet Accounts ? click the '+' button ? click your email account provider and log in. Click the Apple menu.

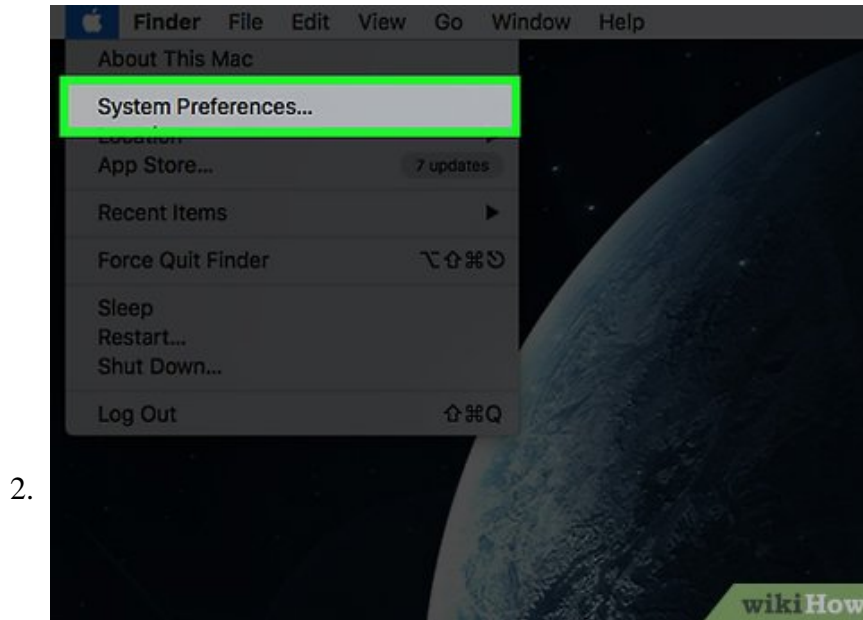
Method 1 of 2:

Adding iCloud, Exchange, Google, Yahoo, and AOL Accounts

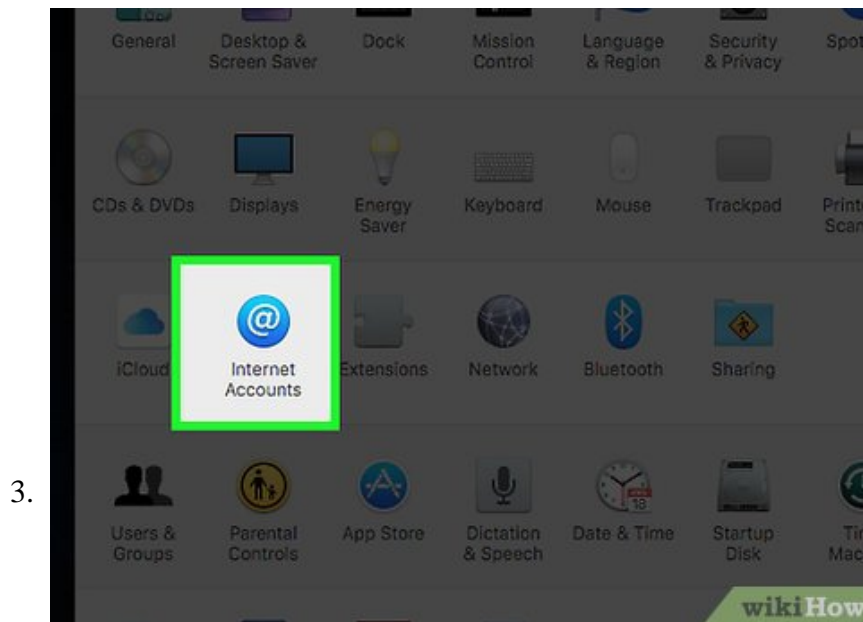


1.

Click the Apple menu.

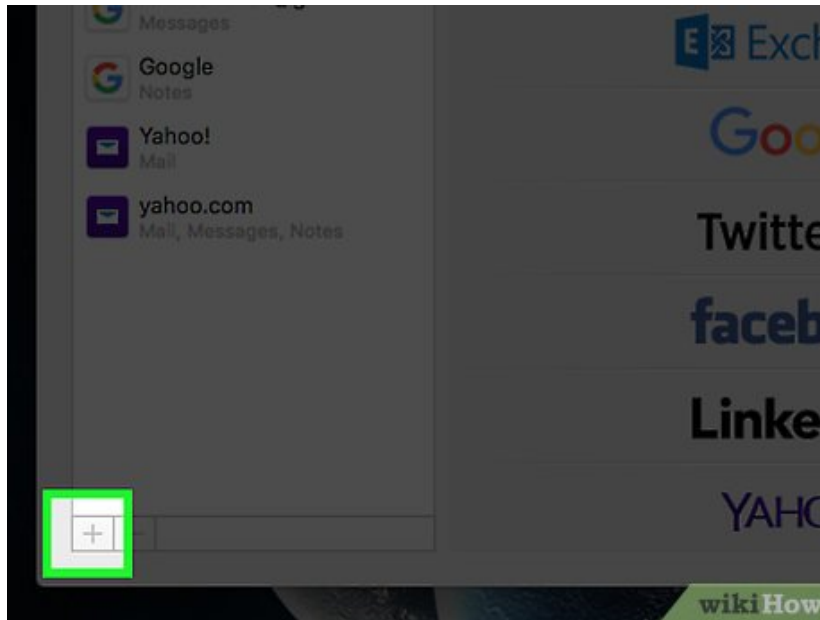


Click **System Preferences** . if you don't see the main System Preferences menu, click the Show All button at the top of the window.



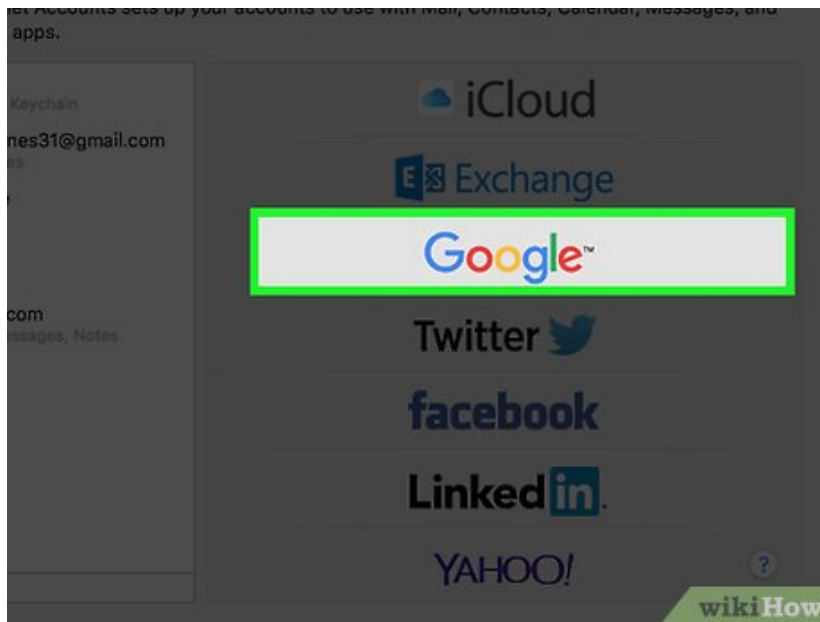
Click **Internet Accounts** .

4.

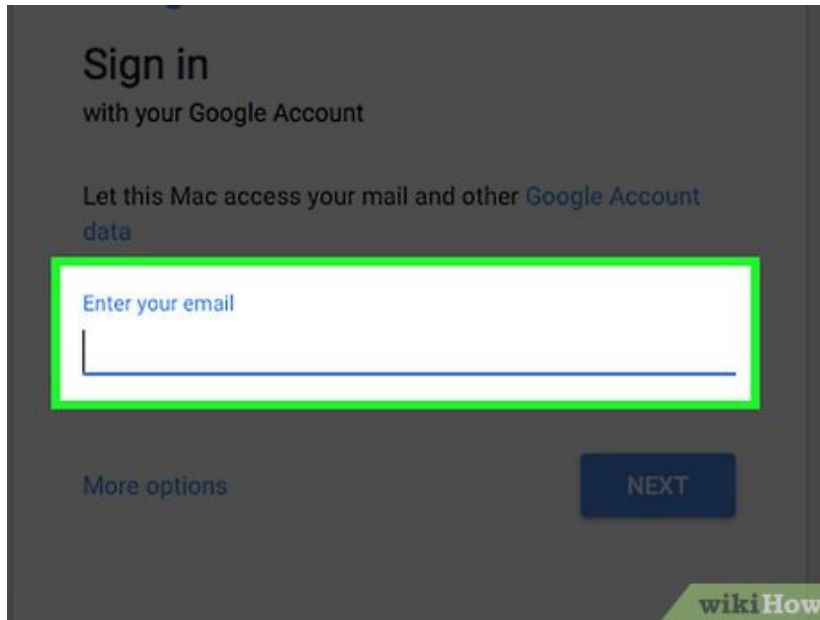


Click the **+** button. If this button is grayed-out, you should still be able to select the service from the right frame in the next step.

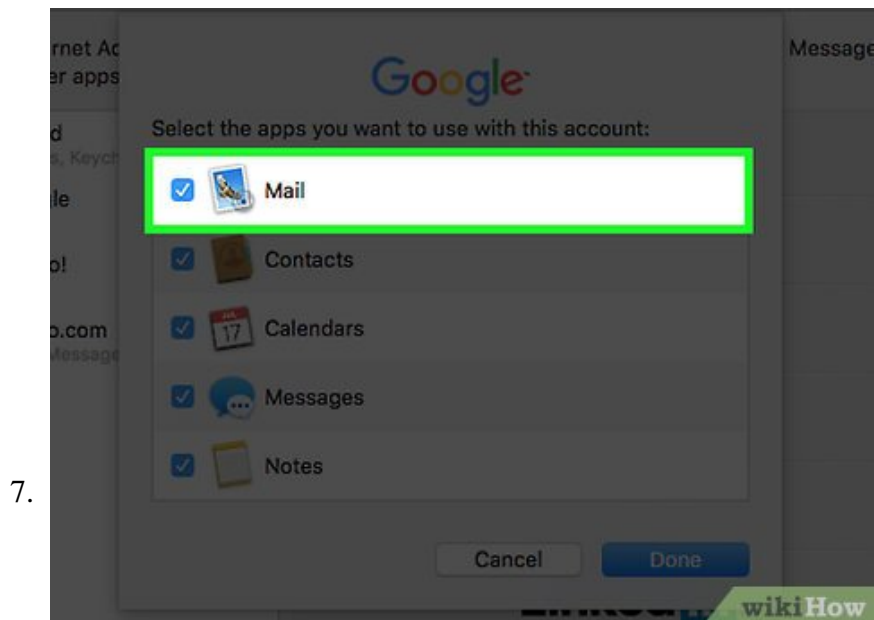
5.



Click the service you want to add.

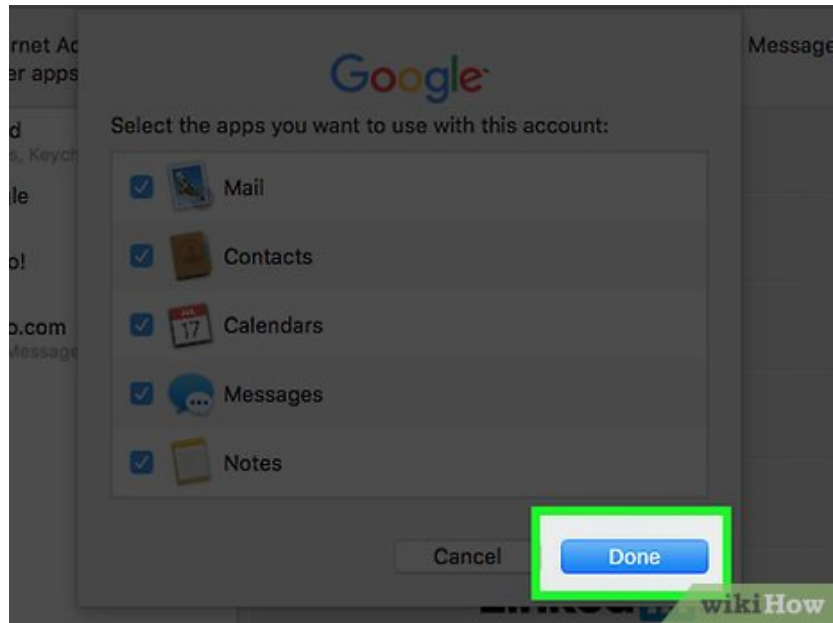


Type in your email address and password.



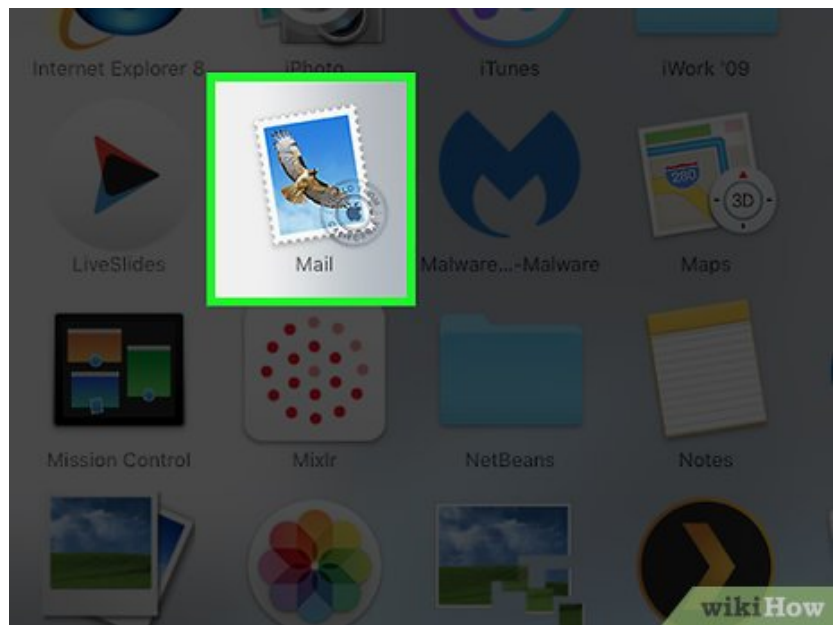
Check the **Mail** box if it isn't.

8.



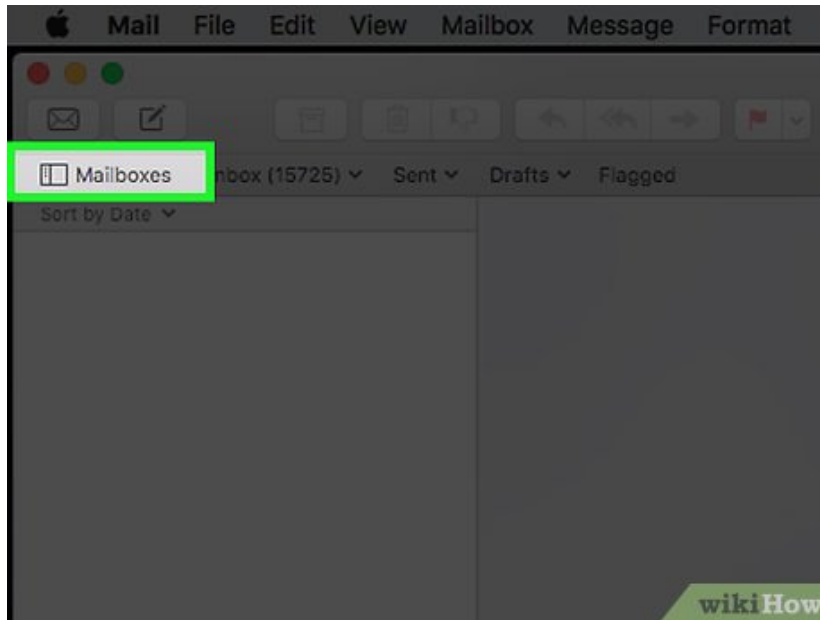
Click Done.

9.



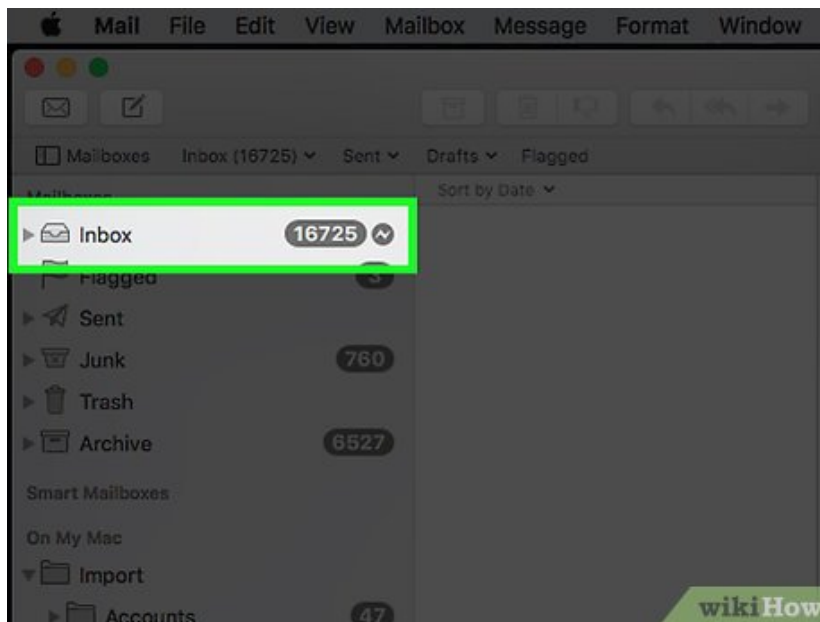
Click the Mail app.

10.



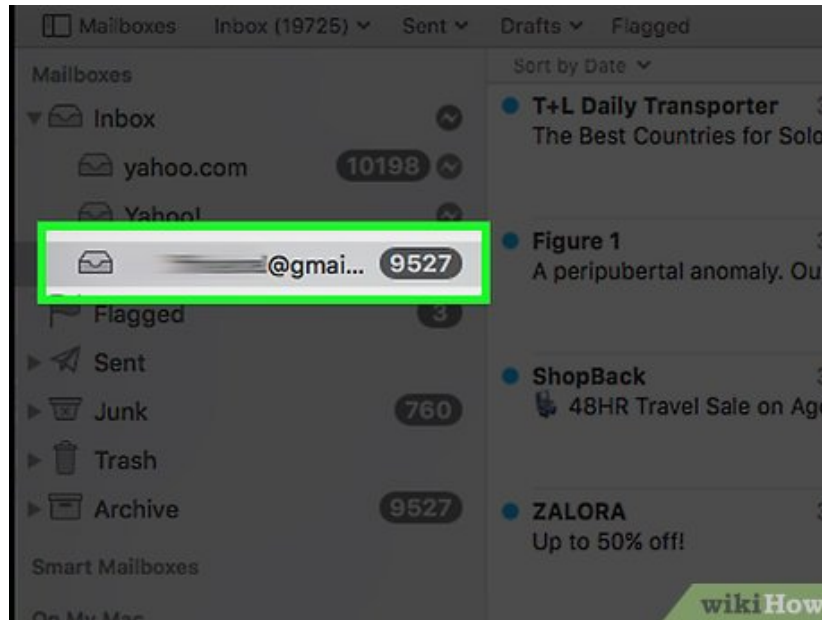
Click the **Mailboxes** button.

11.



Expand the **Inbox**.

12.

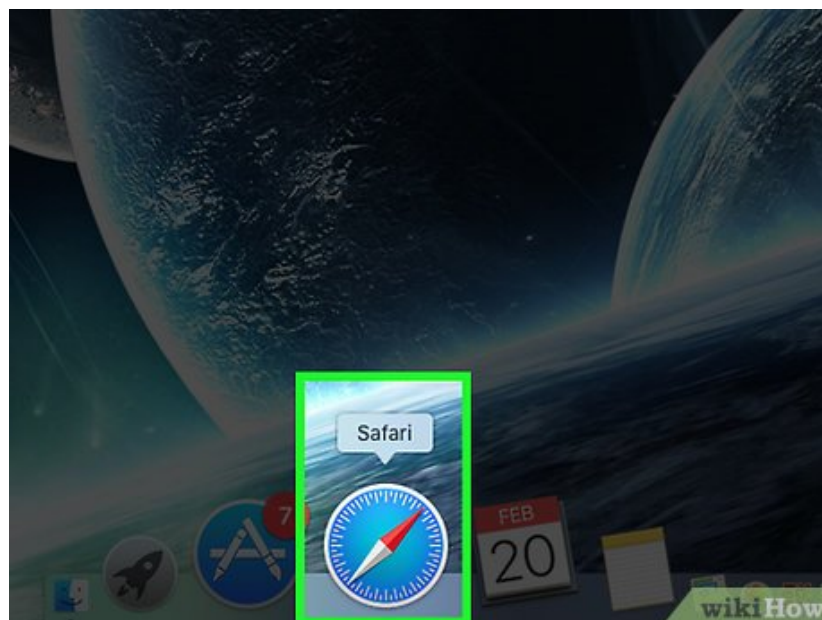


Click your new account to view the mail.^[1]

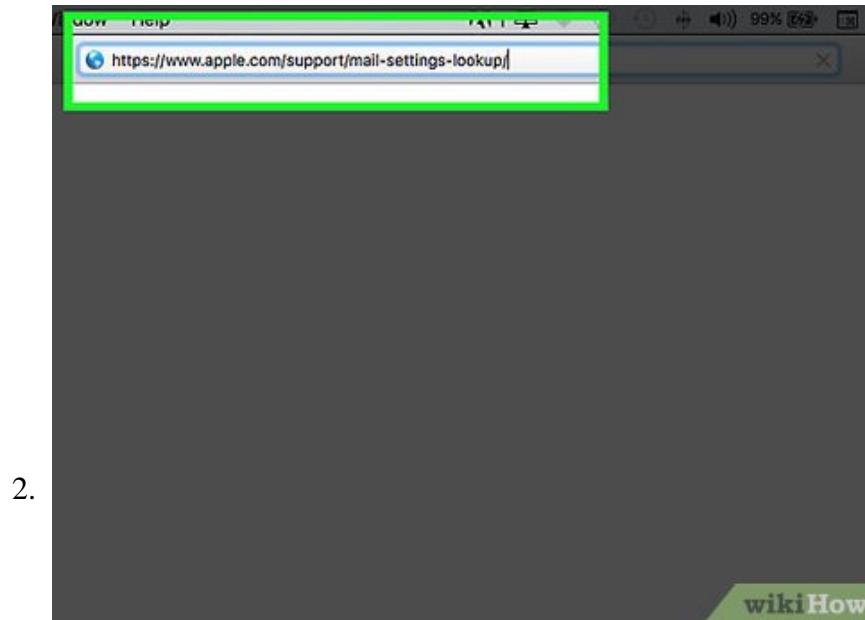
Method 2 of 2:

Adding Other Mail Accounts

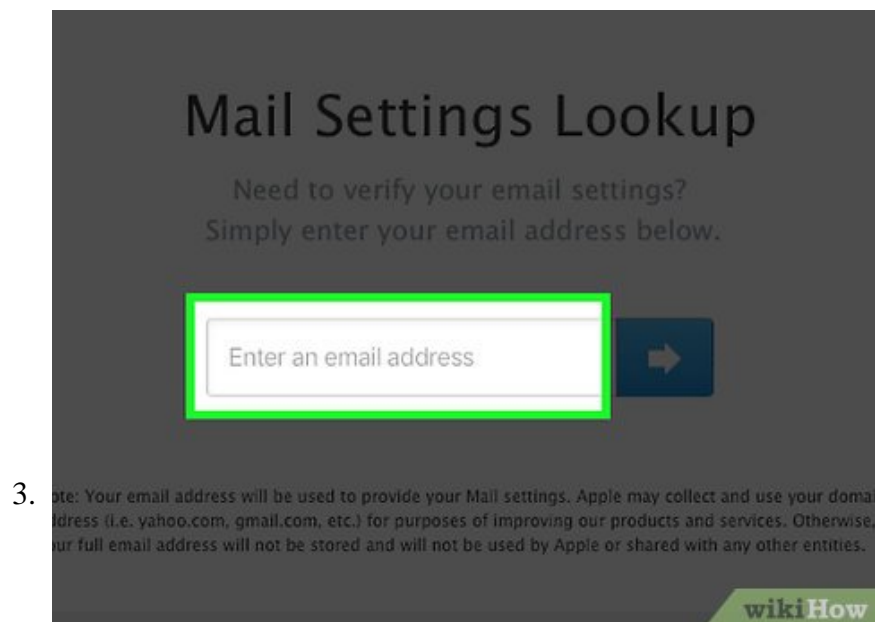
1.



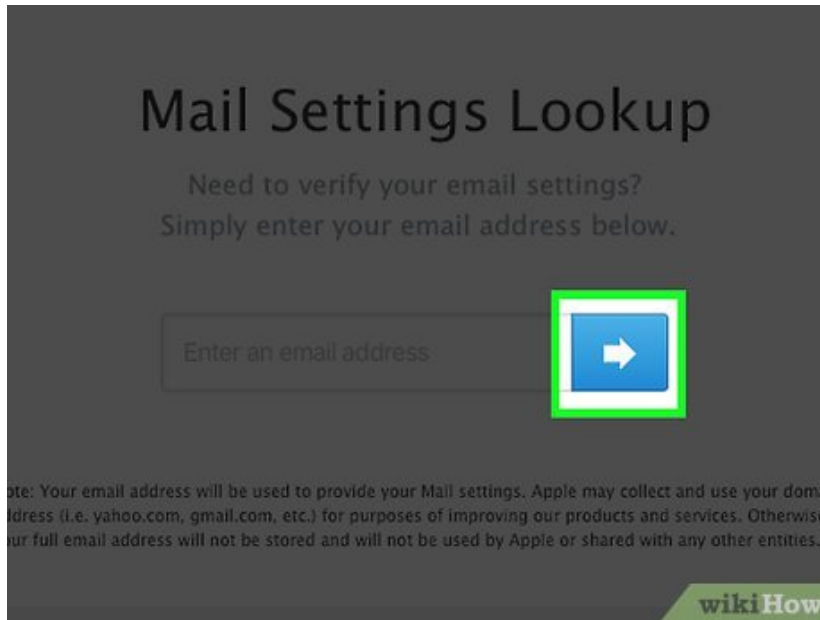
Click the Safari browser button in your dock. If your account is not one of the listed options, you can add it manually. You'll be using Safari to look up the account's server details.



Visit the Apple mail service lookup page. Visit <https://www.apple.com/support/mail-settings-lookup/> to look up your email server information.

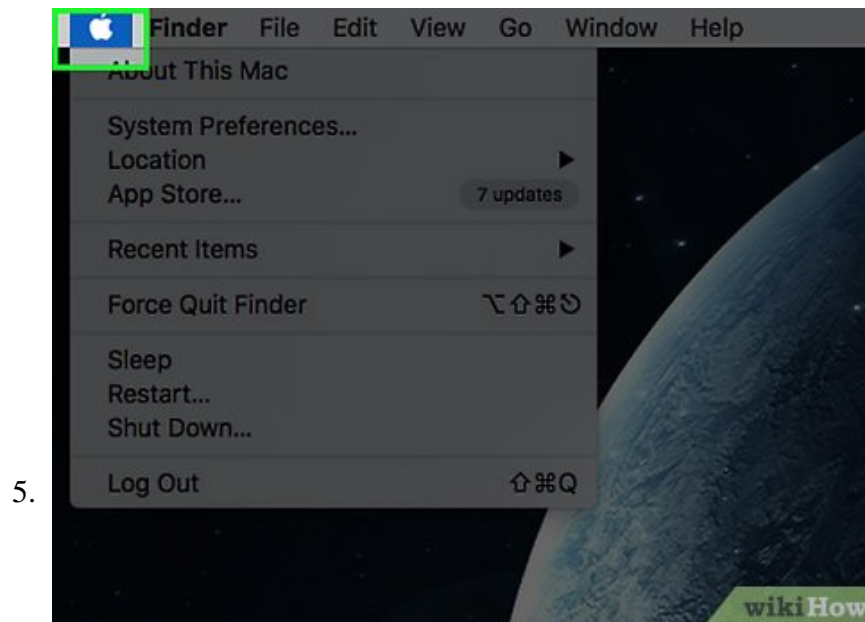


Type in the email address you want to add.



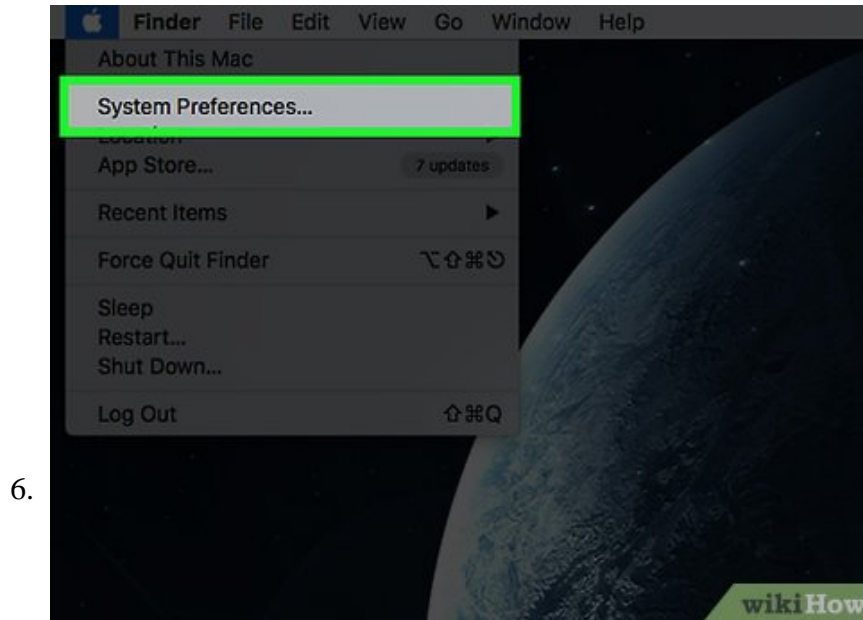
4. Note: Your email address will be used to provide your Mail settings. Apple may collect and use your domain name (i.e. yahoo.com, gmail.com, etc.) for purposes of improving our products and services. Otherwise, your full email address will not be stored and will not be used by Apple or shared with any other entities.

Click the **Go** button. This will display the server information for your account. Leave this page open for now, you'll need it later.

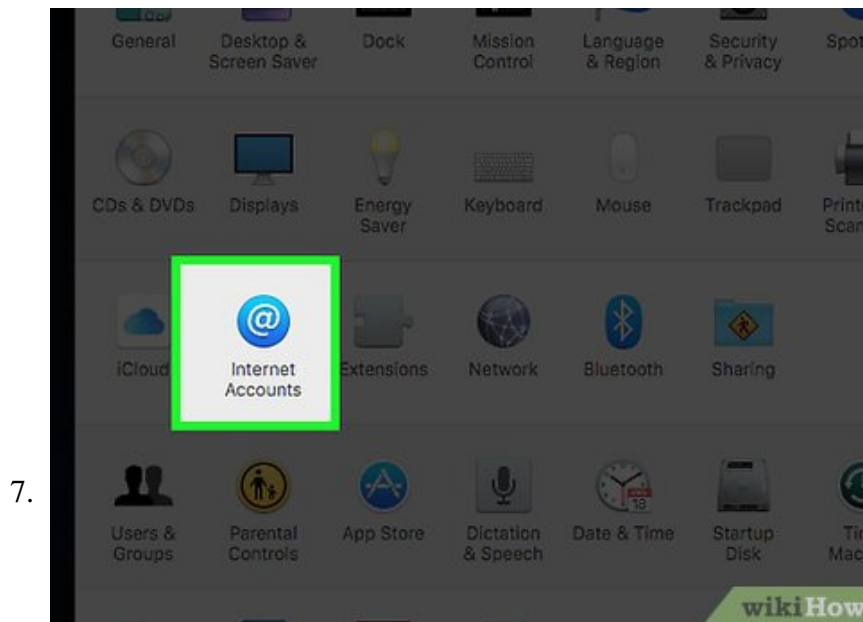


- 5.

Click the Apple menu.

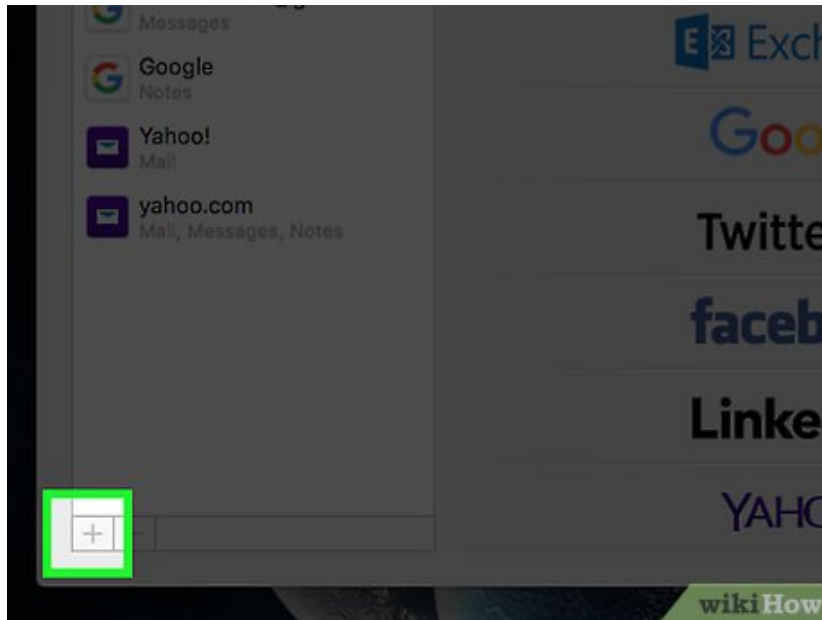


Click **System Preferences** . If System Preferences opens to a submenu, click the Show All button at the top of the window.



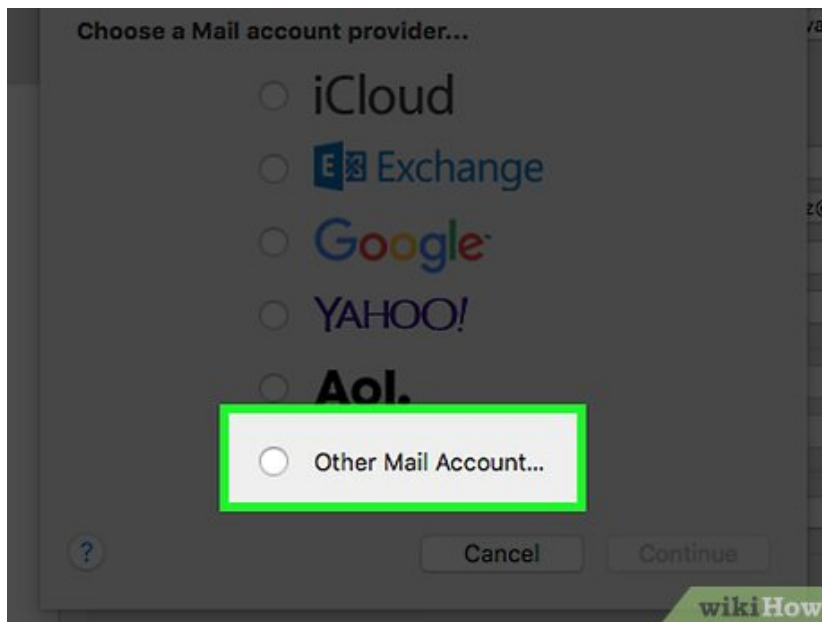
Click **Internet Accounts** .

8.



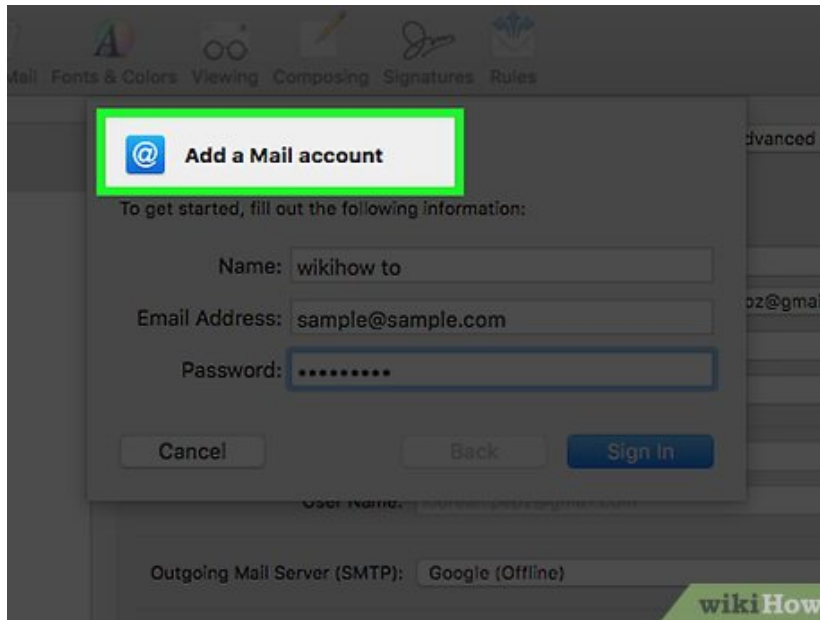
Click the **+** button

9.



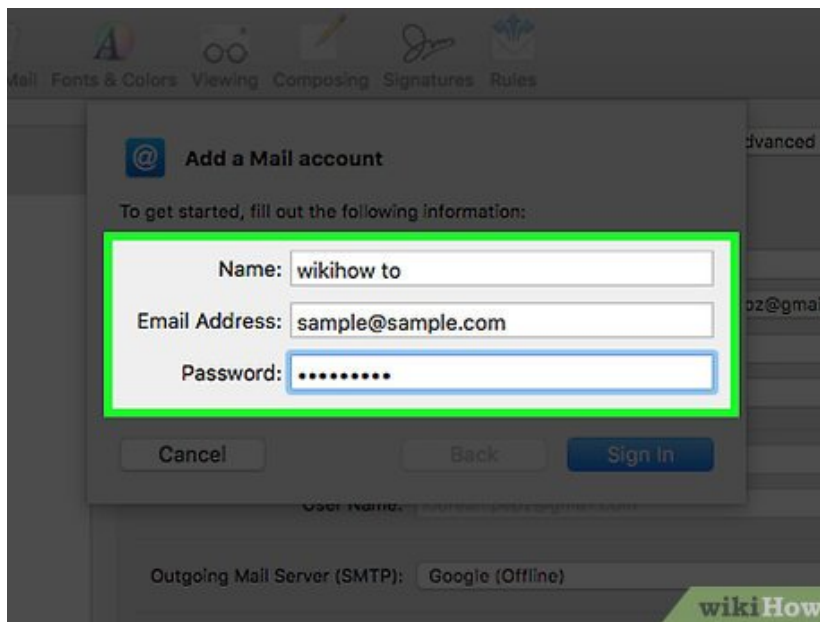
Click **Add Other Account**.

10.



Click **Mail account**.

11.



Type your email address and password.

12.

The screenshot shows the 'Add a Mail account' dialog box. At the top, there are icons for Mail, Fonts & Colors, Viewing, Composing, Signatures, and Rules. Below these icons, the title is '@ Add a Mail account'. The instruction reads: 'To get started, fill out the following information:'. There are three input fields: 'Name:' with the text 'wikiphow to', 'Email Address:' with 'sample@sample.com', and 'Password:' with a masked password '*****'. At the bottom of the dialog box, there are three buttons: 'Cancel', 'Back', and 'Sign In'. The 'Sign In' button is highlighted with a green rectangular border. Below the dialog box, there is a section for 'Outgoing Mail Server (SMTP):' with a dropdown menu showing 'Google (Offline)'. A 'wikiHow' logo is visible in the bottom right corner.

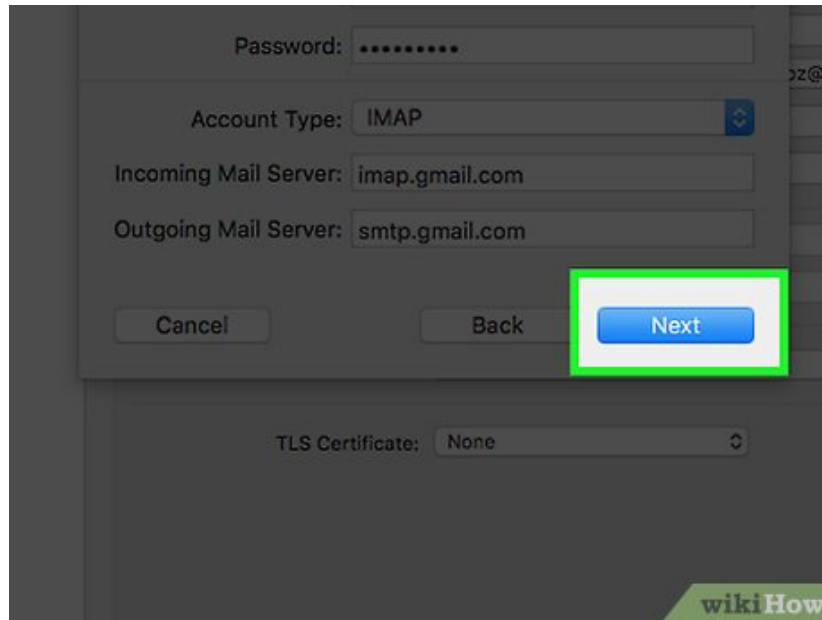
Click **Sign In**.

13.

The screenshot shows the 'Add a Mail account' dialog box with server information. The 'Password:' field is at the top with a masked password '*****'. Below it, there is a section for server information. The 'Account Type:' dropdown menu is set to 'IMAP'. The 'Incoming Mail Server:' field contains 'imap.gmail.com'. The 'Outgoing Mail Server:' field contains 'smtp.gmail.com'. At the bottom of this section, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a green rectangular border. Below this section, there is a 'TLS Certificate:' dropdown menu set to 'None'. A 'wikiHow' logo is visible in the bottom right corner.

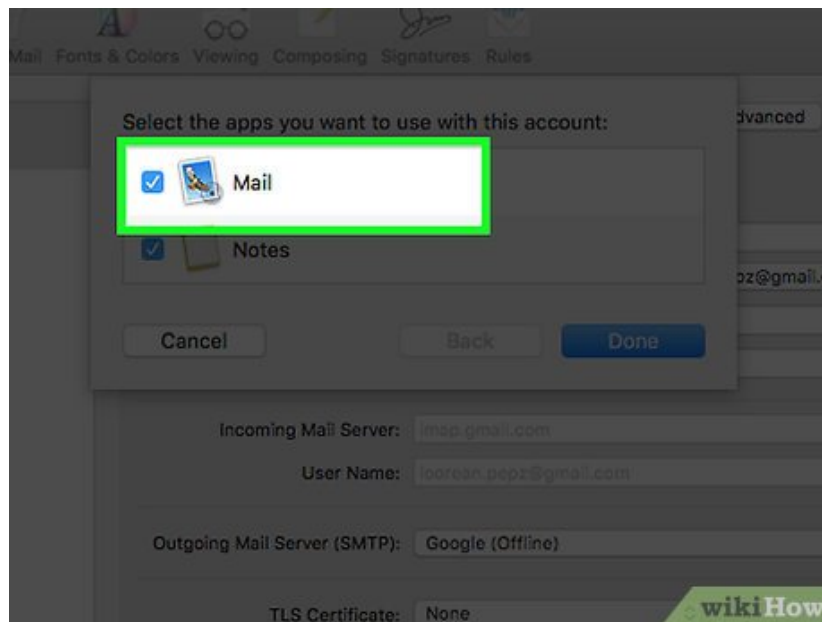
Type in the server information from the mail service lookup page. You may not be prompted for this. Fill out the fields in both tabs using the information from Step 4 if it's required.

14.



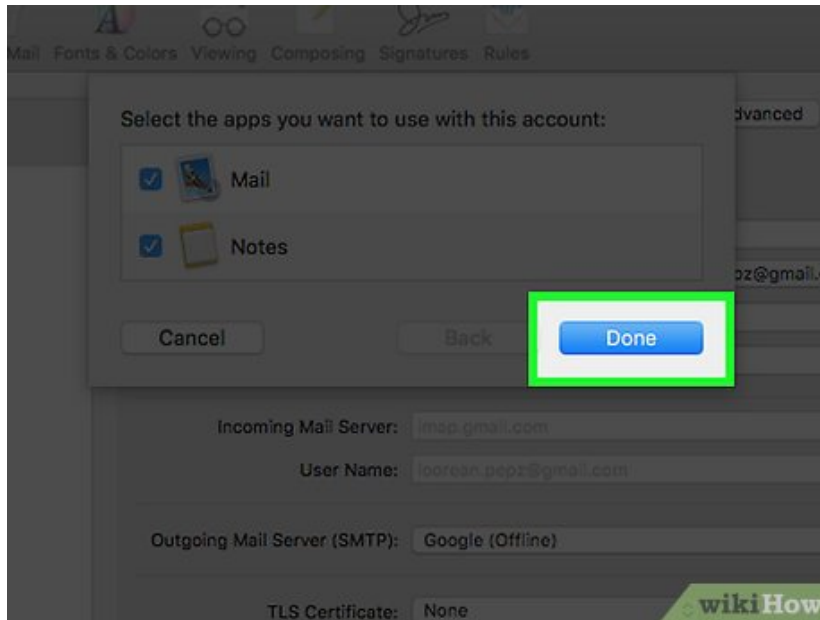
Click **Next**.

15.



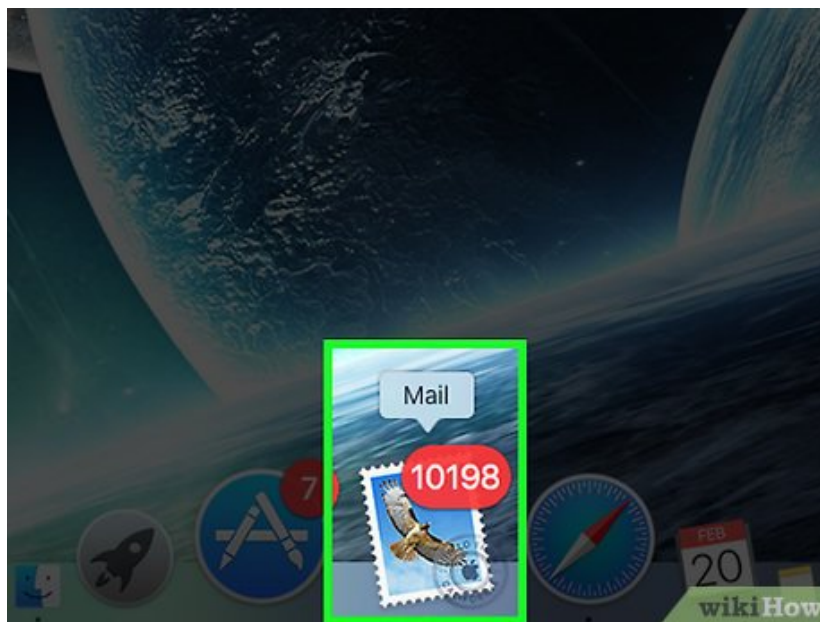
Check the **Mail** box if it isn't already.

16.



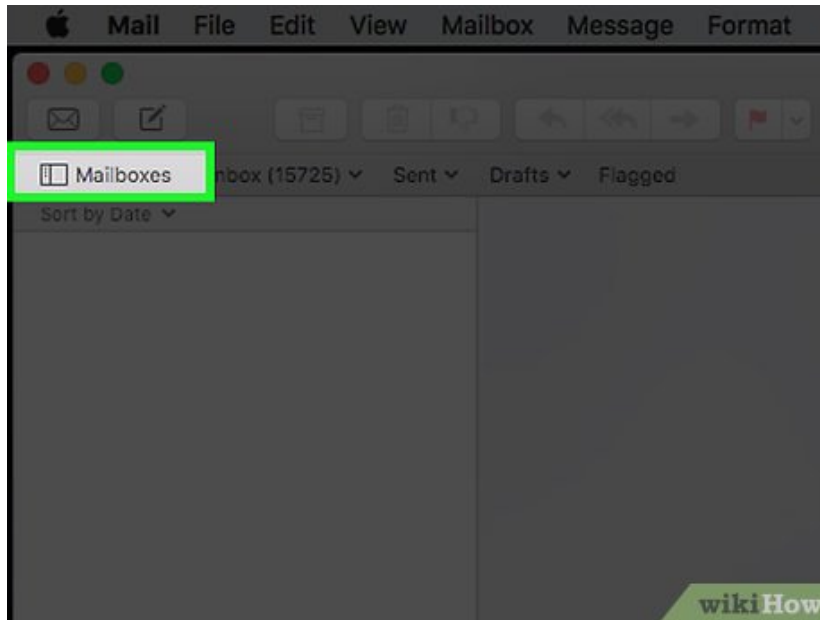
Click **Done**.

17.



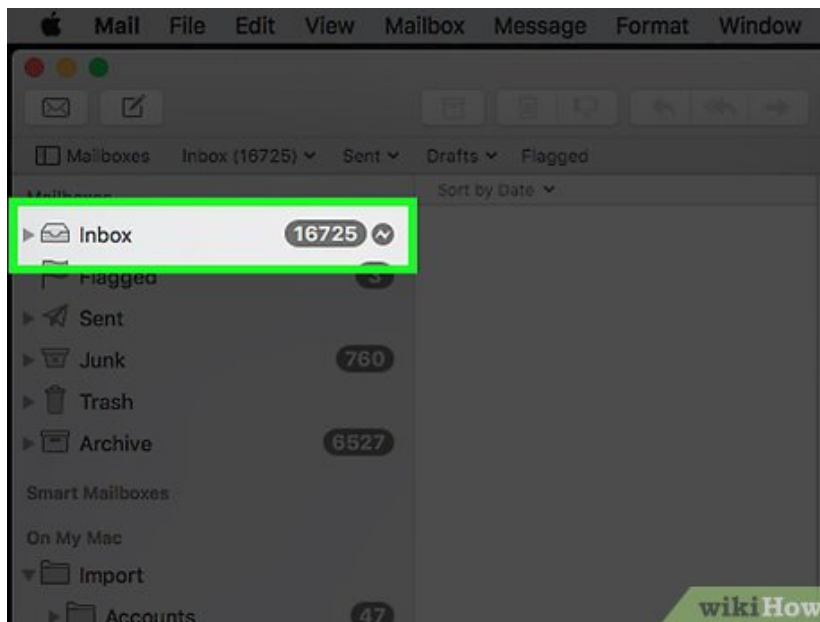
Click your Mail app in the Dock.

18.



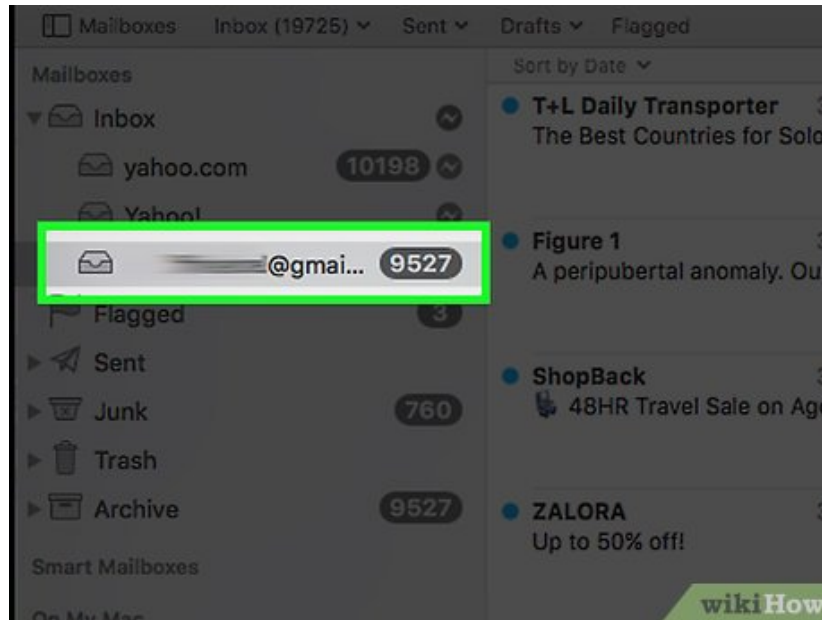
Click the **Mailboxes** button.

19.



Click the arrow next to **Inbox** to expand it.

20.



Click your newly-added account to view your mail. It may take a while for all of the messages to appear.

You finished reading the article "**How to Add Email Accounts to a Mac**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.