




Syncing Orange Geek Email with Apple Mail

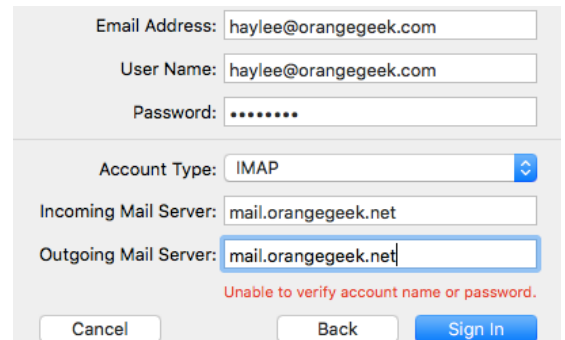
Apple mail is the default email program that comes preinstalled on every Mac computer/laptop using OX X 10.0 or later. Multiple mailbox servers can be set up on Apple mail to receive and send emails from that server. The following directions explain how to set up the email supplied by Orange Geek on your Apple mail program.


If you choose to set up your Orange Geek email on Apple mail, you will still be able to access your domain email on your Orange Geek webmail account. If there is ever an issue with Apple mail and it stops working or you are not seeing any new emails from your domain email after setting up, go to the following to access your email directly:

- <https://mail.orangegeek.com>
- Username: Full email address
- Password
- Login



Setting Up With Apple Mail

1. Open Apple mail
2. Expand the **Mail** menu and select "Preferences..."
3. Select the **Accounts** tab
4. Click the  add account button in the bottom left hand column
5. Under **Choose a Mail account provider...** select:
 - Other Mail Account...
6. Click **Continue**
7. Under **Add a Mail account** fill in the following fields as follows:
 - **Name:** *Preferred Name*
 - **Email Address:** *Orange Geek full email address*
 - **Password:** *Password used for Orange Geek email*
8. Click **Sign In**
9. Error will pop up stating **Unable to verify account name or password**. Enter in the following manual configurations:
 - **Email Address:** *Orange Geek full email address*
 - **User Name:** *Orange Geek full email address*
 - **Password:** *Password used for Orange Geek email*
 - **Account Type:** Select how you would like to sync your mail
 - **POP3 Account** - emails are taken from the server and downloaded to the device your are setting up on and are then only accessible on that device
 - **IMAP Account** - (recommended) Keeps your emails stored on the server to allow access to email messages on multiple devices
 - **Incoming Mail Server:** mail.orangegeek.net
 - **Outgoing Mail Server:** mail.orangegeek.net
10. Click **Sign In**



11. Select whether you would like to use the Mail and/or Notes app with this email account and click **Done**
12. Once redirected to the **Accounts** settings, click on the newly added email and go to the **Advanced** tab
13. Change the Port from “143” to “993” and make sure the “Use SSL” is checked
14. Click the  and click **Save** when prompted

Deleting Your Email on Apple Mail

1. Click the  symbol and click **System Preferences**
2. Click on **Internet Accounts**
3. Click on the account you would like to delete
4. Click the  delete icon
5. Click **OK**

