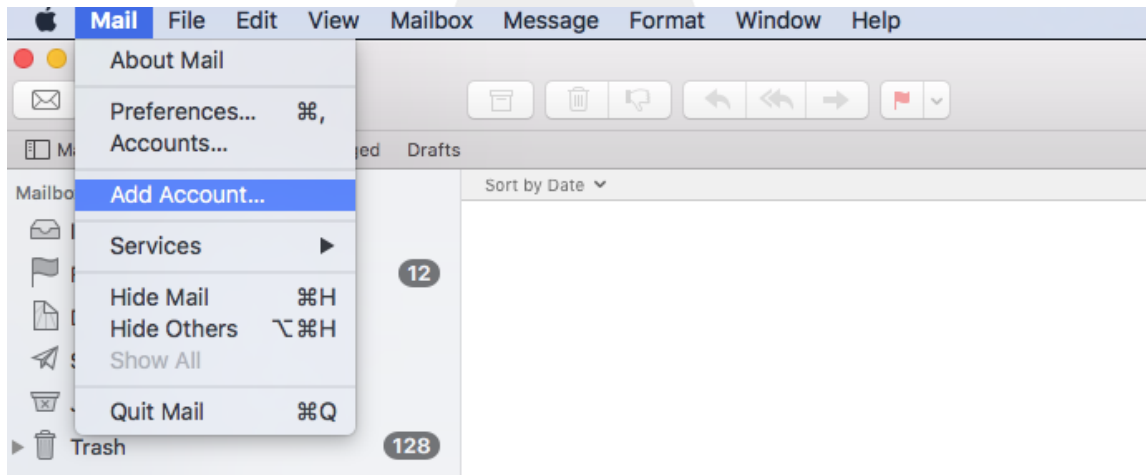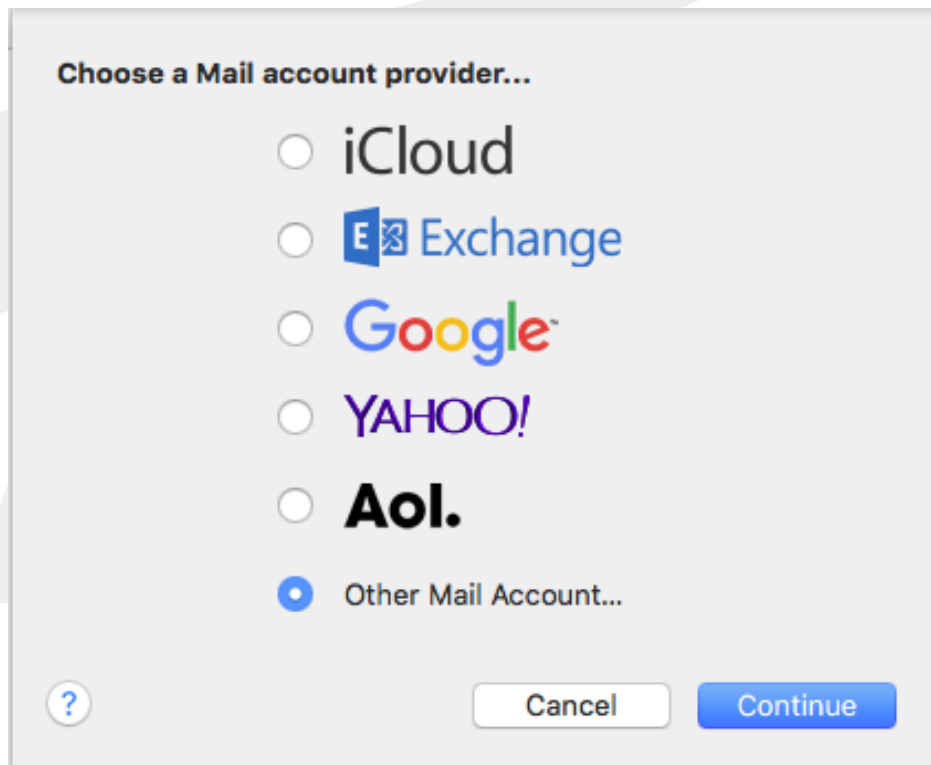# Apple Mail Mimecast Mailbox Setup

NOTE: For first-time Mimecast users, please see our documentation on Mimecast password setup before completing this setup procedure.

1. Click on "Mail" and then "Add Account" to add a new email account



2. Select "Other Mail Account" from the selection and click "Continue"

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**Tel** +27 (0)21 888 6500
**Fax** +27 (0)21 888 6600

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Techno Park, Stellenbosch, 7600
**www.adept.co.za**

**Adept Internet (Pty) Ltd.**
Directors: J. Pietersen, G. le Grange
Reg. 1984/001310/07

3. Enter your Name, Email Address and Password as supplied and click on "Sign In"



4. In the next window, select IMAP from the Account Type drop-down; ignore the "Unable to verify account name or password" error in red as this will repair itself once the Incoming and Outgoing Mail Server details are correctly entered in the following steps

5. Enter in your Incoming Mail Server and Outgoing Mail Server, as supplied by either Adept or your Internet Service provider, and select "Sign In"



NOTE: The incoming Mail Server for Mimecast mail will be "imap.your_domain.xyz" where "your_domain.xyz" will be your (or your company's) domain name as configured on the Mimecast servers.

The Outgoing Mail Server will be determined by the ISP to which you connect to in order to receive Internet access and email (for example Adept, Vodacom, MWeb etc.); this information will be provided by your ISP

If your settings are correct, the mailbox will be created on your Apple Mail email application, with any mailbox folders as previously created. If a first-time Mimecast user, you will have no preconfigured mailboxes or folders.
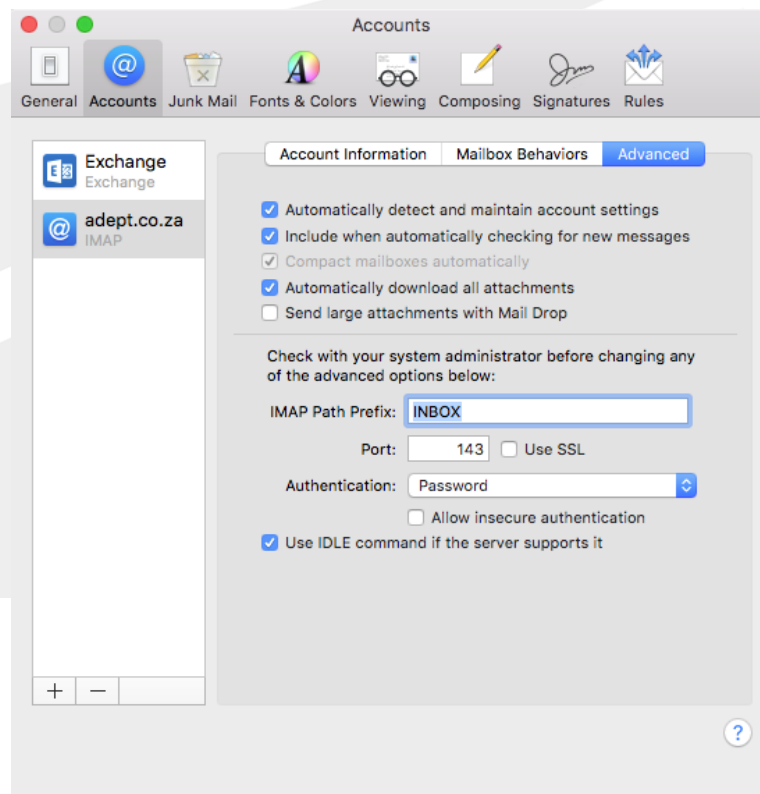
6. To ensure the correct Mimecast settings, complete the following steps:
   a. Click on "Mail" and then on "Preferences"

b. Click on "Accounts" and select the email account that you have just set up
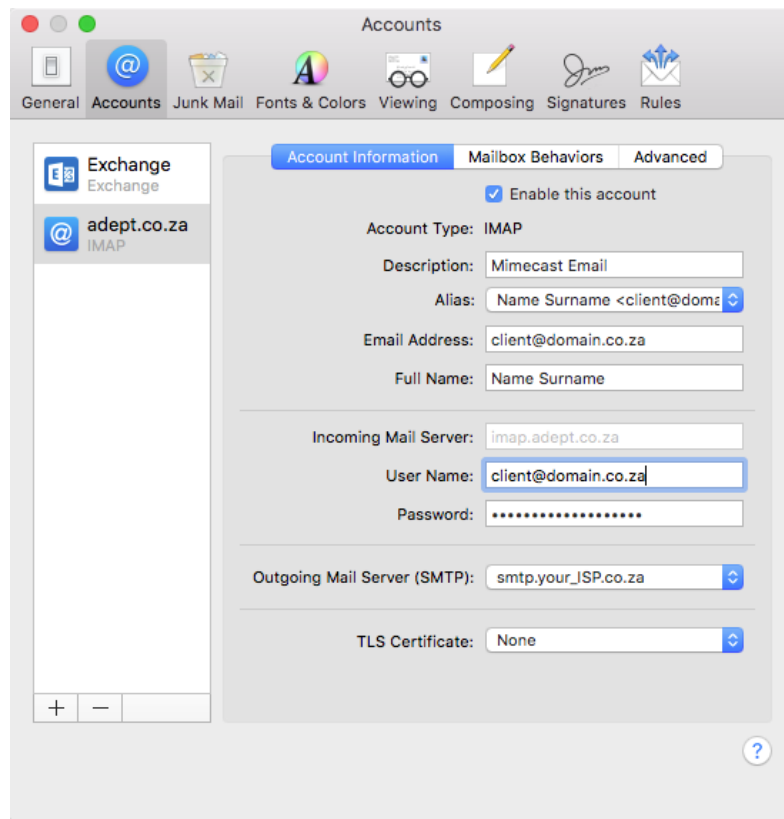


c. Click on "Advanced" and ensure that "Use SSL" is un-checked

d. Click on the red circle in the top left hand corner of the window and select "Save"; your Mimecast setup is now complete