

How to set up or edit your email account - Macintosh.

Please note: Some older email programs do not provide a checkbox for **SMTP server authentication** or allow the use of the full email address as an **Account User Name**, so an upgrade to a newer version of the program may be necessary.

Outlook Express 5

To Add a New Account Profile:

- Open **Outlook**.
- Go to **Tools** in the toolbar.
- Choose **Accounts**. This opens the **Internet Accounts** window.
- Choose the **Mail** tab.
- Click on **New**.
- Choose **POP**.
- Click on **OK**.
- Enter your **Account Name**.
- Enter your **Name**.
- Enter your **Email Address**.
- Enter your **Account User Name (your full email address)** in the **Account ID** field.
- In the **POP Server** field enter **email.tidalhosting.com**.
- Enter your **Password** in the **Save Password** field
- In the **SMTP Server** field enter either * **email.tidalhosting.com** or your ISP's SMTP server information.
- ***If** you are using **email.tidalhosting.com** for your **SMTP server**, choose "**Click here for advanced sending options**".
- Check the box **on** for **SMTP server requires authentication**.
- Select **Use same settings as incoming mail server**.
- Click **OK** to finish.

To Update an Account Profile:

- Open **Outlook**
- Go to **Tools**
- Choose **Accounts**
- Double click on the account you wish to update in the **Internet Accounts** window. This brings up **Edit Accounts**.
- Locate the tab which contains the information that needs to be edited.
- Make corrections
- Click **OK**

Netscape 7 for the Mac

- Start **Netscape**.
- Open the **Mail & News Groups** window.
- Select **Edit** from the toolbar.
- Choose **Mail & News Groups Account Settings**. This will open the **Mail & News Groups Account Settings** window.
- Select **Add Account**, this will launch the **Account Wizard**.
- Choose **Email Account**.
- Click on the **Right Arrow >** button to continue.

- In the **Your Name** field enter the name you wish to have appear in the **From** field of your outgoing messages.
- Enter your **Email Address**.
- Click on the **Right Arrow >** button to continue.
- Select **POP**.
- In the **Incoming Server** field enter **email.tidalhosting.com**.
- Click on the **Right Arrow >** button to continue.
- Enter your **Account User Name (full email address)** in the **User Name** field.
- Click on the **Right Arrow >** button to continue. This will bring you to the **Congratulations!** page, check the list to see that all your settings are correct.
- If any (except the **Outgoing Server (SMTP)** setting) are incorrect, use the **< Left Arrow** to go back and change them.
- Check the **Outgoing Server (SMTP)** setting, if it is not **email.tidalhosting.com** or your ISP's SMTP server information, then there will be * additional steps. If the **SMTP Server** setting is correct you are finished.
- Click on **Finish**.

**Changing the Outgoing Server (SMTP) setting in Netscape 7*

- Open **Mail & News Groups Account Settings** if it is not already open.
- Locate **Outgoing Server (SMTP)** in the accounts list and click on it. To the right you will now see the settings for the default SMTP server.
- If this is not **email.tidalhosting.com** or your ISP's SMTP server information, then click on the **Advanced** button to the right. This will open the **Advanced Outgoing Server (SMTP)** window.
- Click **Add**
- Under **Server Name** enter **email.tidalhosting.com** (or your ISP's SMTP server information).
- The **Use name and password box** should be checked **on if** you are using **email.tidalhosting.com** as your SMTP server.
- Enter your **Account User Name (full email address)** in the **User Name** field.
- Click **OK** to continue.
- Return to **Mail & News Groups Account Settings**
- Locate the name of the account you just set up in the list and click on it. This will bring up **Account Settings** to the right.
- Click on **Advanced**. This will bring up the **Advanced Account Settings** window with a list of the SMTP servers that have been created.
- Choose **email.tidalhosting.com** (or your ISP's SMTP server information from the list.)
- Click **OK**
- If you wish this account and SMTP setting to be the **Default Account**, select it from the list to the left in the **Mail & News Groups Account Settings** window and click **Set As Default**.
- Click **OK** to finish.