

Guide to setting up an email account on Mac

Tutorial



Setting up an email account on Mac

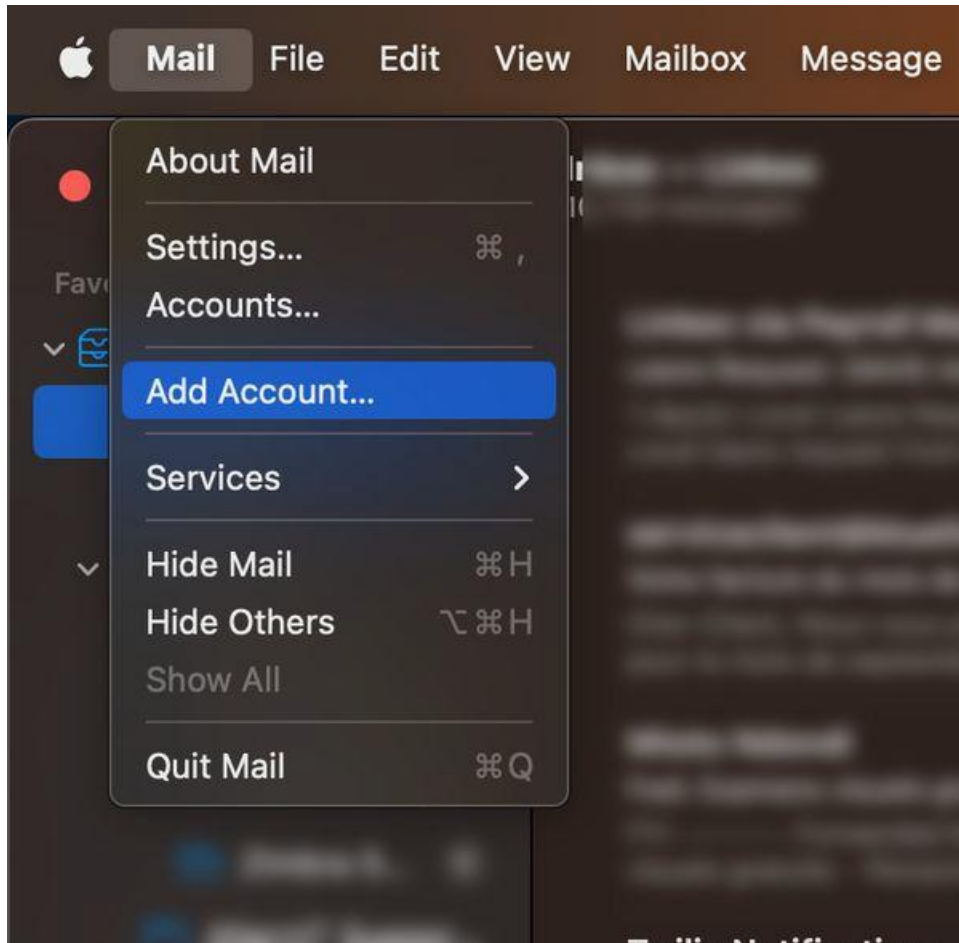
Configuration guide for mail on Mac (Ventura 13.5 version used here)

This guide will allow you to configure your email accounts on your Macintosh.

Just follow the steps.

Our Customer Service team is available by phone at **855-254-6536** or by email at **service@linkeo.ca** if you encounter any difficulties.

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1st step

In the Mail application, click on “Add an account”

In the window that appears, select “Other email account”

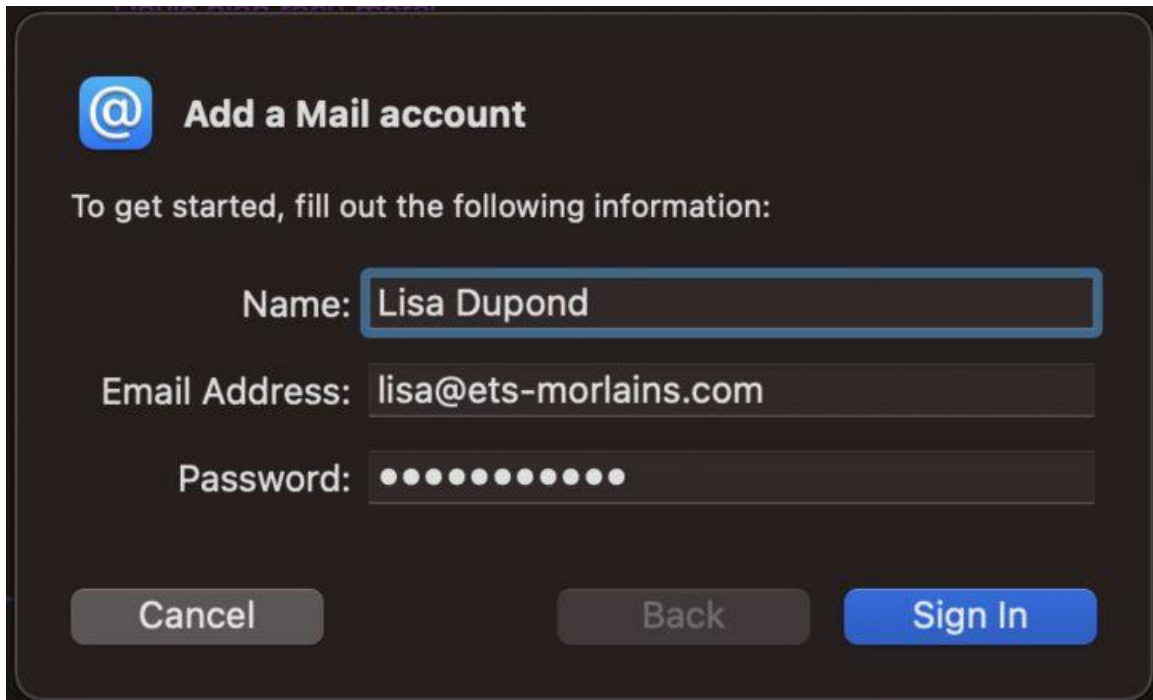
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2nd step

Fill in the details of your e-mail address:

- Your name
- Your full email address
- And the associated password

Then click on the 'Next' button



 **Add a Mail account**

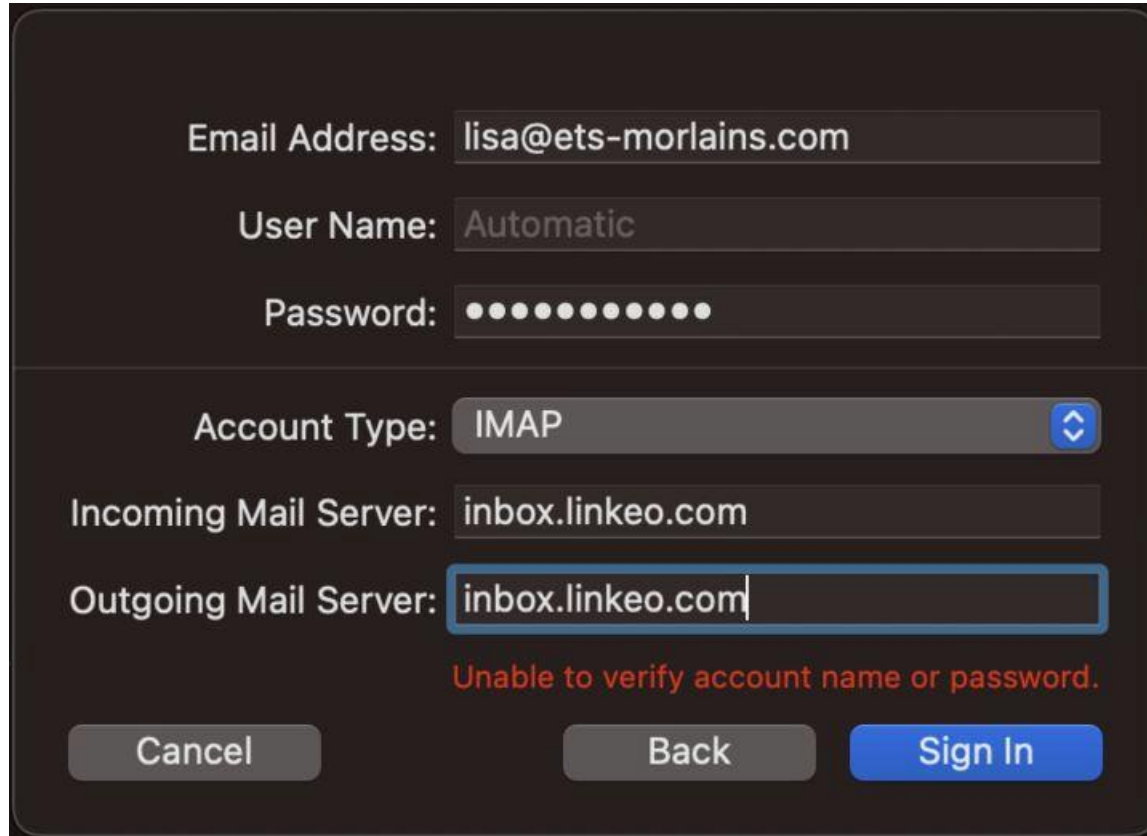
To get started, fill out the following information:

Name:

Email Address:

Password:

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The screenshot shows a dark-themed window for setting up an email account. It contains several input fields and a dropdown menu. The 'Email Address' field is filled with 'lisa@ets-morlains.com'. The 'User Name' field is filled with 'Automatic'. The 'Password' field is filled with ten dots. The 'Account Type' dropdown menu is set to 'IMAP'. The 'Incoming Mail Server' field is filled with 'inbox.linkeo.com'. The 'Outgoing Mail Server' field is also filled with 'inbox.linkeo.com' and is highlighted with a blue border. Below these fields, there is a red error message: 'Unable to verify account name or password.' At the bottom, there are three buttons: 'Cancel', 'Back', and 'Sign In'.

Email Address: lisa@ets-morlains.com

User Name: Automatic

Password: ●●●●●●●●●●

Account Type: IMAP

Incoming Mail Server: inbox.linkeo.com

Outgoing Mail Server: inbox.linkeo.com

Unable to verify account name or password.

Cancel Back Sign In

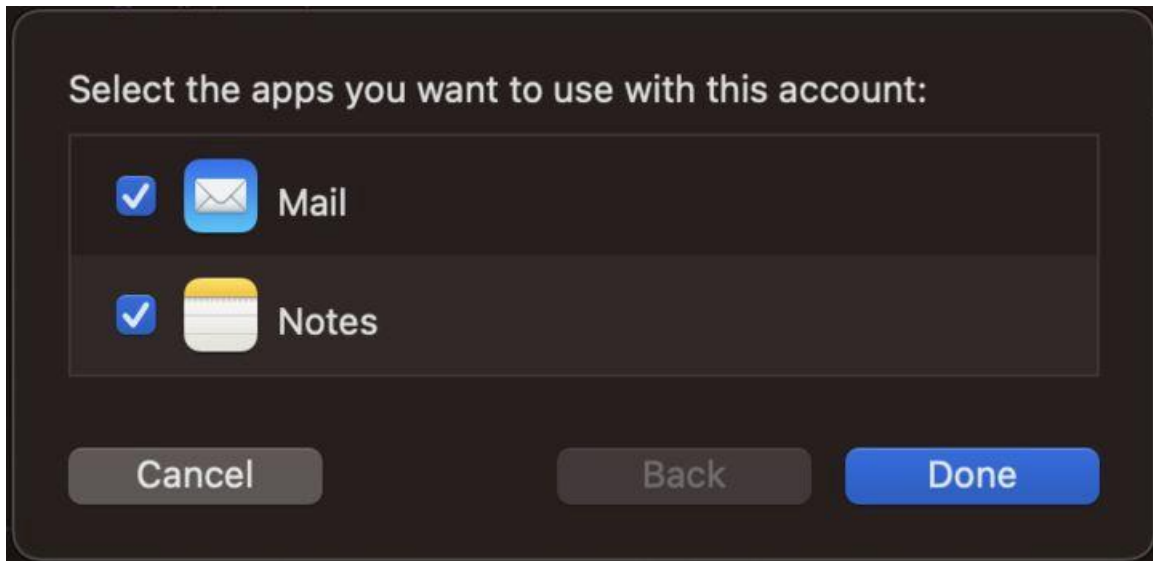
3rd step

Fill in the e-mail server parameters as follows:

- Account type: IMAP
- Outgoing mail server : inbox.linkeo.com
- Incoming mail server : inbox.linkeo.com

Then click on the 'Connect' button

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Finally,

Select all applications supported by the email server.

Congratulations !



You have successfully configured your
email account on your Macintosh
computer.

