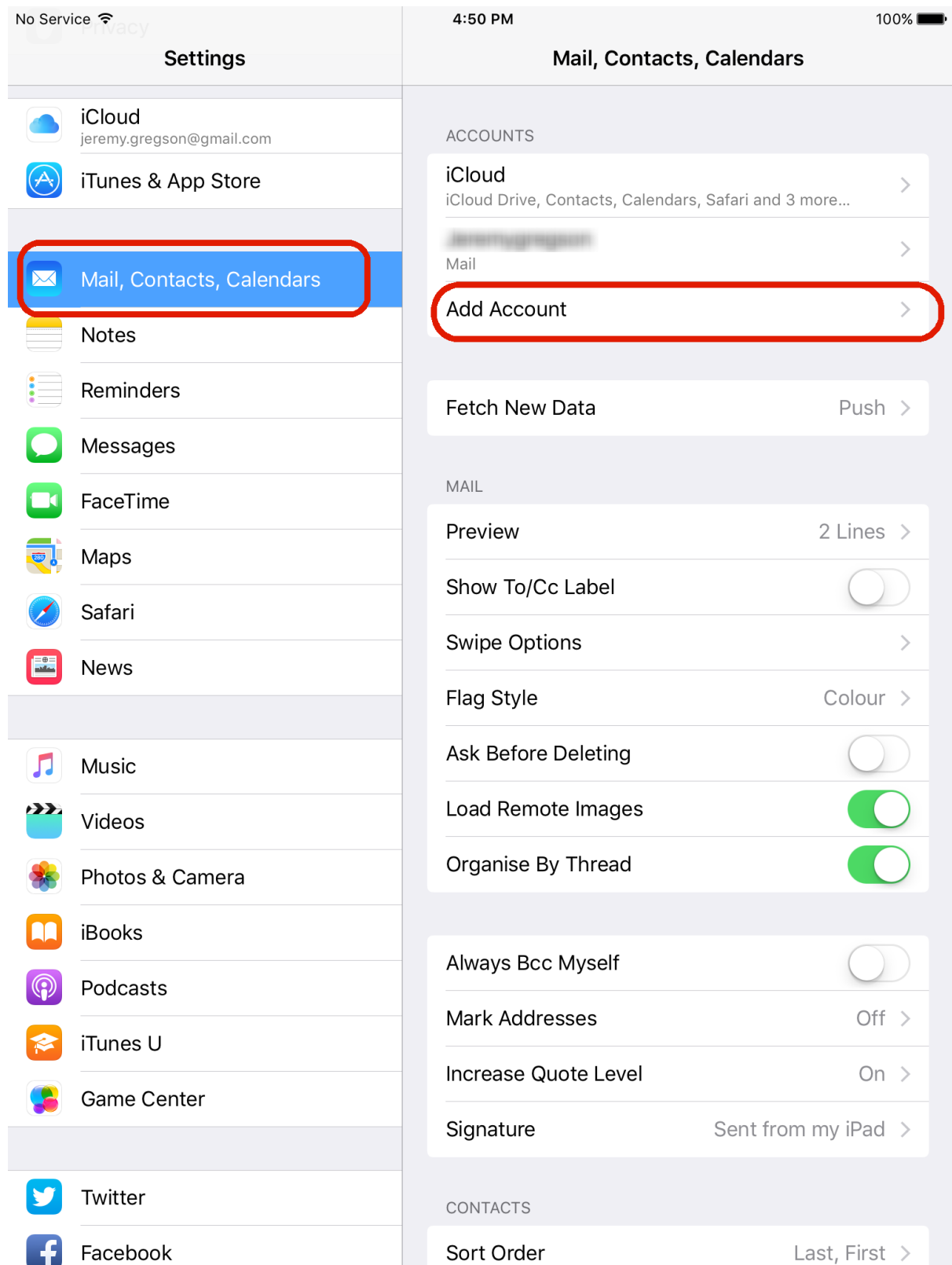


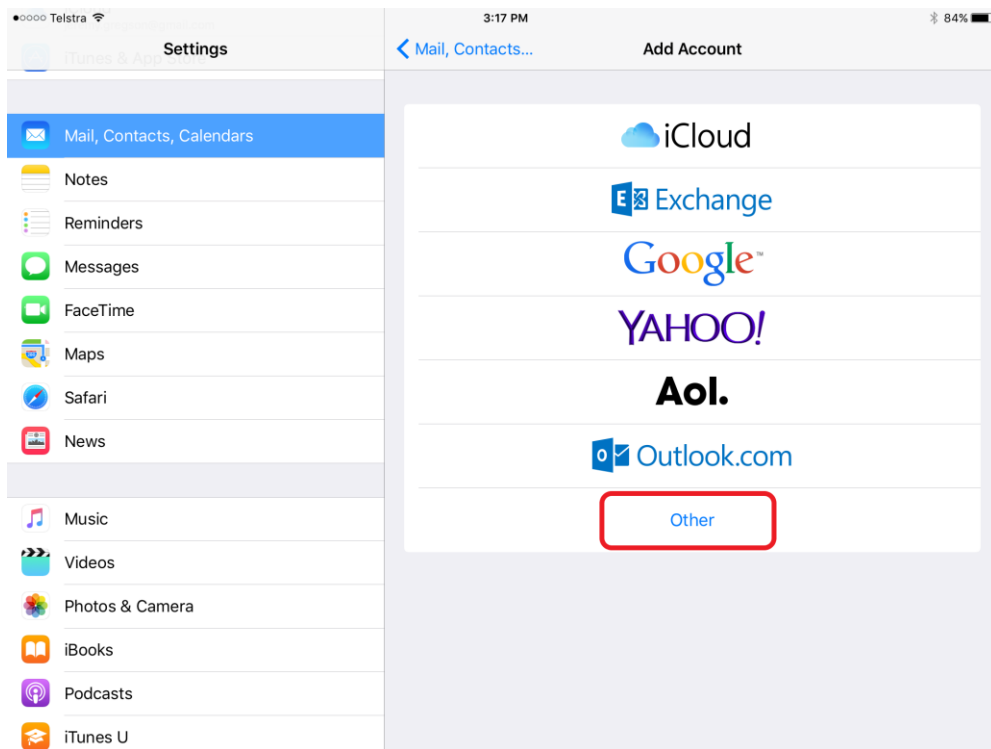
Setting up your Lochac mail in Apple Mail

Open Settings, and scroll down until you find **Mail, Contacts, Calendars**

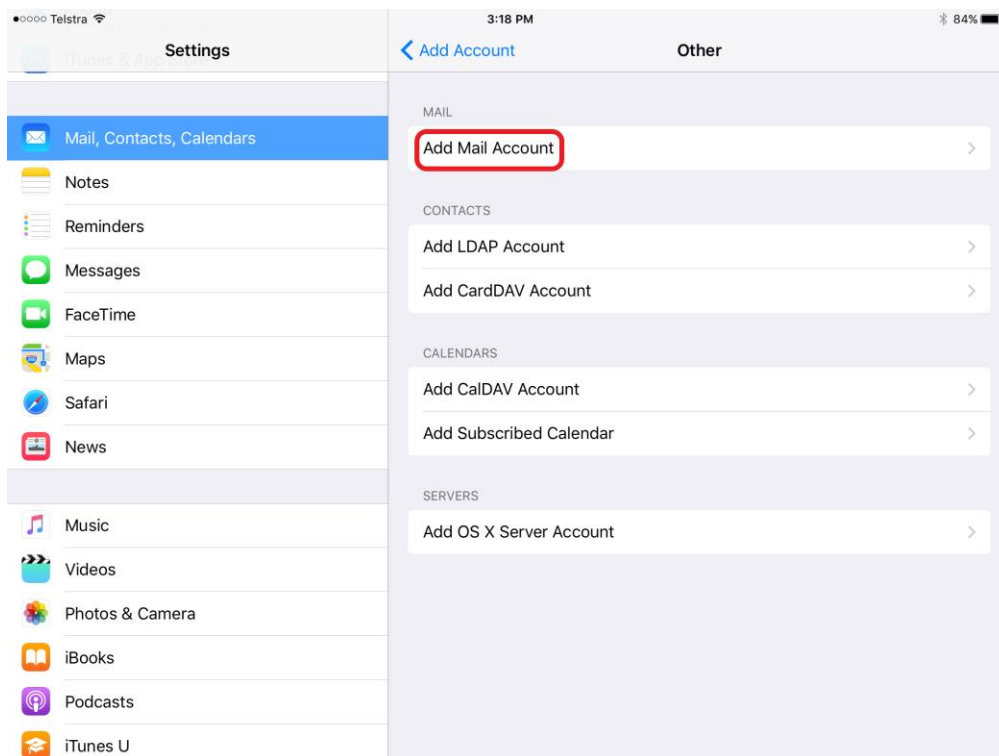
Select **Add Account**



This brings up a list of popular mail servers. Click **Other**



Click **Add Mail Account**



Fill in the fields on the next screen with your mail address and password:

Cancel **New Account** Next

Name Seneschal

Email seneschal@test.lochac.sca.org

Password ●●●●

Description Baronial Seneschal Mailbox

The text you put in the “Name” field is what will appear in people’s inboxes as the sender of messages – it’s not technically important what you put there. The text you put in the ‘Description’ field is what will appear in the menu on your iPhone or iPad, and how you will know which mail account is which.

When you click Next this time, you will be asked for the server settings:

Cancel **New Account** Next

IMAP POP

Name Baronial Seneschal

Email seneschal@test.lochac.sca.org

Description Baronial Seneschal Mailbox

INCOMING MAIL SERVER

Host Name test.lochac.sca.org

Username seneschal@test.lochac.sca.org

Password ●●●●

OUTGOING MAIL SERVER

Host Name test.lochac.sca.org

Username seneschal@test.lochac.sca.org

Password ●●●●

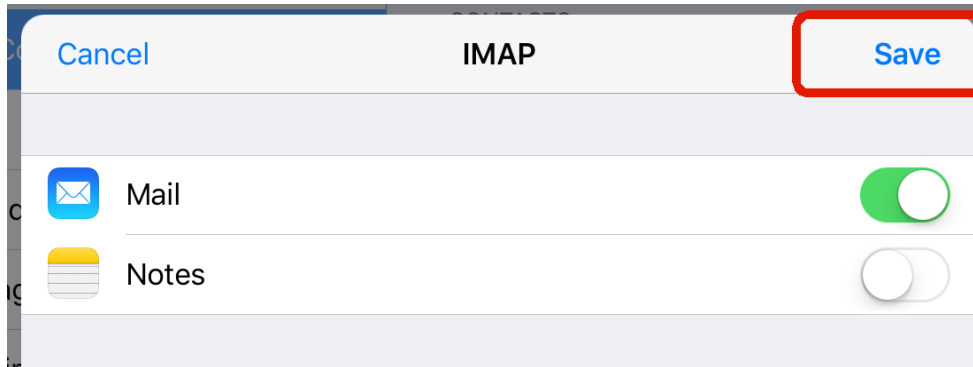
Make sure the big blue tab saying **IMAP** is highlighted at the top of this section.

If you’re lucky, your password and email address should have been copied across from the previous screen, but if not, you will need to type them again. In the **Host Name** fields for the incoming and

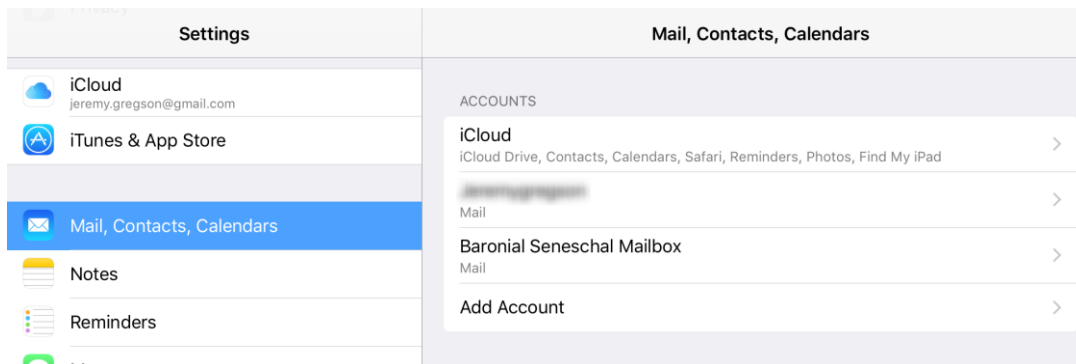
outgoing mail server, put the domain name from your email address (that's everything after the @ sign)

Your **Username** – is your full email address, including the domain name (the bit after the @ sign)..

That's it, really. When you click next, you will be asked to confirm that this is a mail account.



When you click **Save**, you will be back at the settings screen. You'll see that the new mail account appears next to your old one:



Exit out of there, and go to your mail client. You will now see there are two mailboxes on the left of the screen, with your new mailbox listed at the bottom:

