GPK POP3 Email Service - Setup Apple Mail Email Client (Built into macOS)
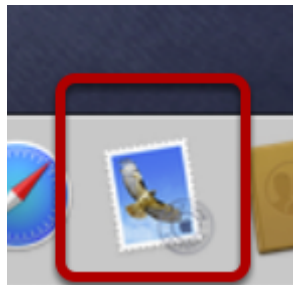
This document will run through setting up your GPK POP3 email account with the Apple Mail email client built into macOS.

Note: The nature of POP3 email is that it is not designed to syncronise email between multiple devices. POP3 is designed to be setup on a single device (PC, Tablet or Phone). Emails are downloaded onto the device and then deleted from the server.
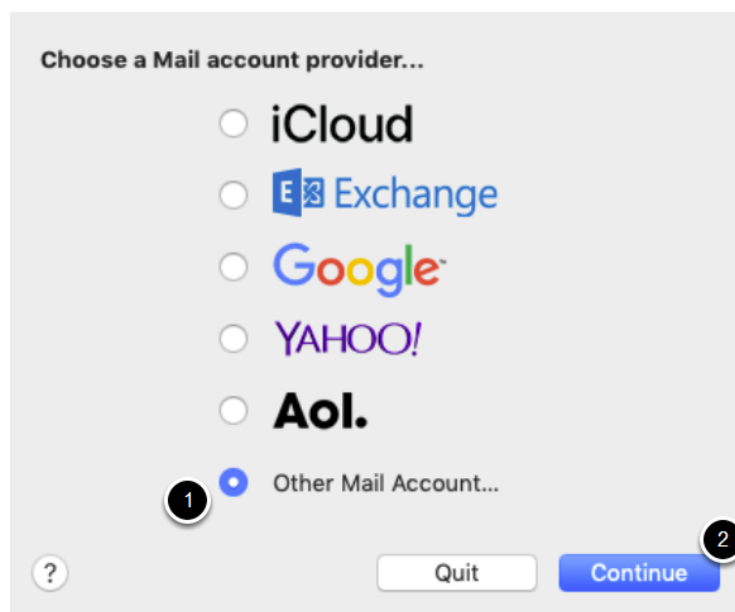If the account is setup on a second device, it will not have the same set of emails stored on first device.

If you require an email service that allows you to syncronise your email, calendar, contacts across multiple devices, please ask us about our Exchange Online service through Office 365.

Step 1 - Launch the Mail app.

Step 2 - Choose account type.

1. Select "Other Mail Account...".
2. Click "Continue".

Step 3 - Enter account details.

1. Enter your full name.
2. Enter your email address.
3. Enter your password.
4. Click "Sign In".

Step 4 - Account details continued.

1. Enter your mail server name. This is usually mail.yourcompanydomain.com . Replace yourcompanydomain with your company domain. Do this for both Incoming and Outgoing.
2. Click "Sign In".

NOTE: If you get a certificate security warning, click "Continue".

Congratulations, you have successfully setup your GPK POP3 Email account in Apple Mail.