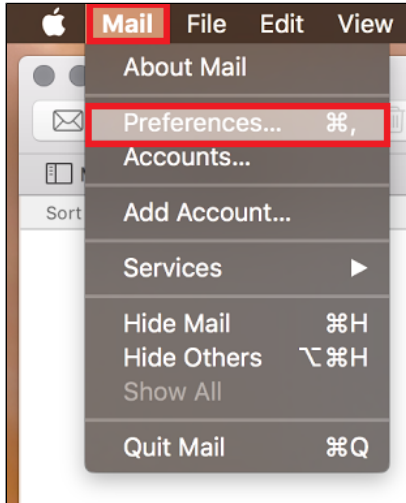


How To Set Up Email In Mac Mail

To setup Your Mail Client on a Mac using CHI Mail system.

1.) Select 'Preferences' under the Mail tab in the top left.



2.) Click the + sign in the bottom left to add an account.




3.) Select 'Other Mail Account...' from the list of options.

Choose a Mail account provider...

- iCloud
- Exchange
- Google™
- YAHOO!
- Aol.
- Other Mail Account...

[?](#)

4.) Enter your full email address and password.

 **Add a Mail account**

To get started, fill out the following information:

Name:

Email Address:

Password:

If you do not remember your password you can update it by going to:

- a.) Sign in to chi.midphase.com
- b.) Navigate to Domains.
- c.) Select your domain name.
- d.) Then under the email section you can update your password.

5.) When clicking 'Sign In' it may have you verify your server information.

If this comes up please fill in all the fields.

User Name: Your Email Address (All Lowercase)

Password: Your Email Account Password

Incoming Mail Server: chimail.midphase.com

Outgoing Mail Server: chimail.midphase.com



If you are having issues connecting your email account please contact our Technical Support team. We are happy to answer any questions you may have.

Related articles

- [How To Change An Email Password](#)
- [How To Set Up Email On Your iPhone](#)
- [How To Enable Two-Factor Authentication](#)
- [What Is Email Spoofing](#)
- [How To Add My Email Account To Entourage](#)