1. Open Apple Mail

Locate the “Mail” (stamp icon) application on the Dock, and open it.
2. Enter details

Enter your Full Name, Email and Password in the window, and click “Continue”.
3. Enter username

Correct your username to yours, and click "Continue".
4. Add Contacts and calendar

Add support for "Contacts" and "Calendar".
5. Check account information

You can check your information inside the application.
Go to Mail -> Preferences and click accounts, and check your details.

You can also add accounts by clicking the plus sign on the bottom of the window.
Another way to setup accounts is from System Preferences.
Click the apple and enter System Preferences.
7. Click the "Mail, Contacts & Calendars" button
8. Add Account

Choose the appropriate account type.
9. Enter Details

Enter your details.