

Setting Up Mac[®] Mail (Based on version 2.1 for Mac OS 10.4 Tiger)

Setting Up an IMAP Email Account

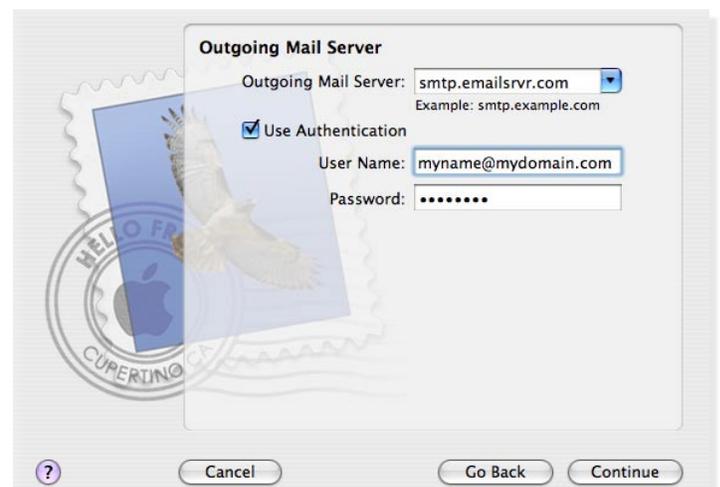
1. Select [Mail / Preferences](#).
2. Click the [Accounts](#) button, located at the top of the window.
3. To add a new account, click the plus (+) button, located in the bottom left corner of the window, to launch the Setup Assistant.



4. Click the [Account Type](#) drop-down menu, and then choose [IMAP](#).
5. Enter the following information:
 - **Account Description**—Use a phrase that will help you identify this account, such as Home, Work and so forth.
 - **Full Name**—Enter your first and last name. This is the name that will appear in the [From](#) field of messages you send, right ahead of your email address. A company name can also be used, if you prefer.
 - **Email Address**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
6. Click [Continue](#) to proceed to the next window.
7. Under **Incoming Mail Server**, do the following:
 - **Incoming Mail Server**—Enter the IMAP server name: *imap.emailsrvr.com*
 - **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
 - **Password**—Enter the password you created for this email address.



8. Mac Mail will now verify your address to make sure the settings are correct. This is a somewhat slow process (although not as slow as the one in Step 13). If there's an error, recheck your information. Otherwise, just click [Continue](#) to proceed to the next window.
9. Under **Outgoing Mail Server**, do the following:
 - In the [Outgoing Mail Server](#) box, enter the outgoing (SMTP) server: *smtp.emailsrvr.com*



- Click the [Use Authentication](#) checkbox.
- In the [User Name](#) box, enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- In the [Password](#) box, enter the password for your email account.
10. Click the [Continue](#) button, and Mail will check the connection to make sure it succeeds. But be

patient, as it may take several minutes for Mail to finish this final stage of the configuration process. If there's an error in verifying your server setup, simply click [Go Back](#) to recheck your settings and make sure everything is correct.

11. When the setup process is done, you'll see a window that summarizes your connections. Click [Done](#) to finish the setup.
12. If you have more accounts to configure, just repeat the above steps, starting with a click of the plus sign in the Accounts window, and you'll be taken through the same set of setup screens.

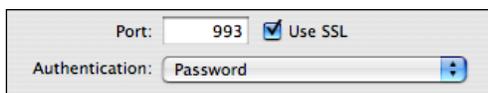
Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages. It does not, however, secure your messages on their passage from your hosted email servers to other email servers. Before sending sensitive messages, you may want to confirm whether your recipient can receive secure mail.

1. Select [Mail / Preferences](#).
2. Click the [Accounts](#) button, located at the top of the window.
3. Click once on your account, as it appears in the [Accounts](#) list.

To use the secure incoming mail server

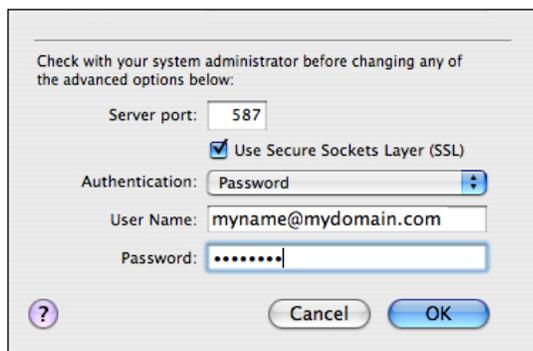
1. In the [Incoming Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
2. Click the [Advanced](#) tab.
3. Check the [Use Secure Sockets Layer \(SSL\)](#) box.
4. The number in the [Port](#) box will change automatically. The secure IMAP server port is 993.



Port: Use SSL
Authentication:

To use the secure outgoing mail server

1. Click the [Account Information](#) tab.



Check with your system administrator before changing any of the advanced options below:

Server port:
 Use Secure Sockets Layer (SSL)
Authentication:
User Name:
Password:

[?](#)

2. Click the [Server Settings](#) button.
 3. In the [Outgoing Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
 4. Check the [Use Secure Sockets Layer \(SSL\)](#) box.
 5. Replace the default [Server port](#) with the secure port *465 or 587*.
 6. Click the [OK](#) button.
4. Close the [Accounts](#) window.
 5. When prompted to save your changes, click the [Save](#) button.

Using IMAP Folders

To simplify the organization of your messages, you can indicate which IMAP folders Mac Mail should use to store sent mail, drafts, spam, and trash.

1. Select [Mail / Preferences](#).
2. Click the [Accounts](#) button, located at the top of the window.
3. Click once on your IMAP account, as it appears in the [Accounts](#) list.
4. Click the [Mailbox Behaviors](#) tab.
5. Uncheck all of the check boxes.
6. Close the [Accounts](#) window.
7. When prompted to save your changes, click the [Save](#) button.
8. In your IMAP folder, located in the Mailboxes pane (select [View / Show Mailboxes](#) to display the pane if it's not there), do the following:
 - Click once on the Sent, Drafts, Spam, or Trash folder.
 - Select [Mailbox / Use This Mailbox For](#).
 - Select [Sent](#), [Drafts](#), [Junk](#), or [Trash](#) from the resulting list in the sub-menu.
9. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.

Checking for Mail Automatically

1. Select [Mail / Preferences](#).
2. Click the [General](#) button.
3. Click the [Check for new mail](#) drop-down menu, and then indicate how often Mac Mail should check for new messages. Or, to turn this feature off, select [Manually](#). The standard or default setting for Mac Mail is five minutes.
4. Make changes to other mail settings, as desired.
5. Close the [Accounts](#) window.
6. When prompted to save your changes, click the [Save](#) button.