Mac Mail - IMAP

To set up Mac Mail for IMAP, perform the following steps:

1. Open Mac Mail. If this is the first time that it has been used, the Setup Assistant will appear. Otherwise, select File / Add Account

Note: If your operating system is Tiger, click the Continue button, and select IMAP from the Account Type drop-down menu.

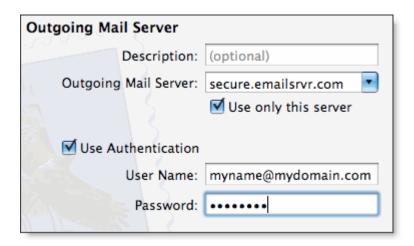
- 2. Enter the following information:
- Full Name—Enter your first and last name. This is the name that will appear in the From field of messages you send.
- Email Address—Enter your entire email address (e.g., myname@mydomain.com).
- Password—Enter the password for your email account.
- 4. Click the **Continue** button and Enter the following information:
- Account Type—Select IMAP from the drop-down menu.
- Description—Enter a descriptive name for your mail account (e.g., Work Mail or Home Mail).
- Incoming Mail Server—Enter the secure server name: secure.emailsrvr.com
- User Name—Enter your entire email address (e.g., myname@mydomain.com).
- Password—Enter the password for this account.

Note: If your internal system configurations require non-SSL ports, please see the "<u>Email Server Settings</u>" page for our full list of available servers and ports.



- 5. Click the **Continue** button and Mac Mail will now attempt to detect the incoming server settings. If the **Incoming Mail Security** window appears, do the following:
- Check the Use Secure Sockets Layer (SSL) box.
- In the **Authentication** drop-down menu, select **Password**.
- Click the Continue button.
- 6. Enter the following information:
- Description—This entry is optional. Enter a descriptive name for your mail account (e.g., Work Mail or Home Mail).
- Outgoing Mail Server—Enter the secure server name: secure.emailsrvr.com
- Check the **Use only this server** box.
- Check the **Use Authentication** box.
- User Name—Enter your entire email address (e.g., myname@mydomain.com).

• Password—Enter the password for your email account.



- 7. Click the **Continue** button and Mac Mail will now attempt to detect the outgoing server settings. If the **Outgoing Mail Security** window appears, do the following:
- Check the Use Secure Sockets Layer (SSL) box.
- In the **Authentication** drop-down menu, select **Password**.
- Click the Continue button.
- 8. When the setup process is done, you will see an **Account Summary** window that summarizes your connections. Click the **Create** 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, click the Accounts button, located at the top of the window and click once on your IMAP account, as it appears in the Accounts list.
- 2. Click the Mailbox Behaviors tab, clear all of the check boxes and close the Accounts window.
- 3. When prompted to save your changes, click the **Save** button.
- 4. 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.
- 5. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.