

# Mac Mail - IMAP

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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 "[Email Server Settings](#)" page for our full list of available servers and ports.

**Incoming Mail Server**

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

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.

**Outgoing Mail Server**

Description: (optional)

Outgoing Mail Server: secure.emailsrvr.com

Use only this server

Use Authentication

User Name: myname@mydomain.com

Password: .....

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.