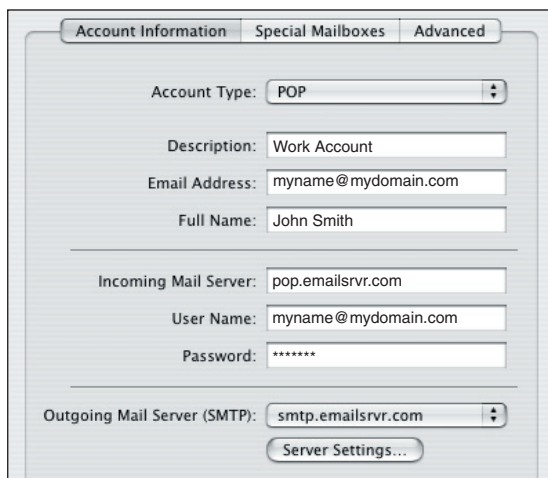


Setting Up Mac[®] Mail

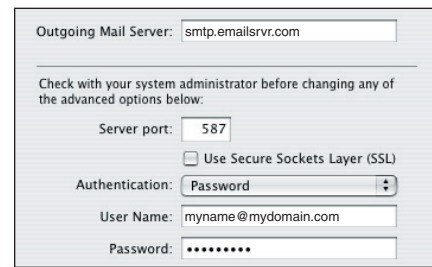
Setting Up a POP3 or IMAP Email Account

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.
4. Click the [Account Type](#) drop-down menu, and then choose one of the following:
 - To use a POP server, select [POP](#).
 - To use an IMAP server, select [IMAP](#).



5. Enter the following information:
 - Description—Enter a descriptive name for the account.
 - Email Address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
 - Full Name—Enter your first and last name. This is the name that will appear in the [From](#) field of messages you send.

- Incoming Mail Server—Choose one of the following:
 - If you selected [POP](#) in step 4, above, enter the POP server name: *pop.emailsrvr.com*
 - If you selected [IMAP](#) in step 4, above, 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 for your email account.
6. Click the [Outgoing Mail Server \(SMTP\)](#) drop-down menu, and select [Add Server](#). (Note: You may have difficulty sending mail if you have more than one SMTP server listed in the [Outgoing Mail Server \(SMTP\)](#) drop-down menu. To delete unnecessary servers, select [Edit Server List](#) from the drop-down menu.)
 7. In the [Outgoing Mail Server](#) box, enter the outgoing (SMTP) server: *smtp.emailsrvr.com*



8. Replace the default [Server port](#) 25 with the alternate port 587.
9. Click the [Authentication](#) drop-down menu and select [Password](#).
10. In the [User Name](#) box, enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
11. In the [Password](#) box, enter the password for your email account.
12. Click the [OK](#) button.
13. Close the [Accounts](#) window.
14. When prompted to save your changes, click the [Save](#) button.

Comparing POP and IMAP

POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you are away from your desk, you can still access your email from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your email account through a web browser, you may not see previous messages that were downloaded to your desktop email client.

IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders. These folders will appear in each email client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on the server, you must monitor your mailbox size. You may need to delete messages periodically.

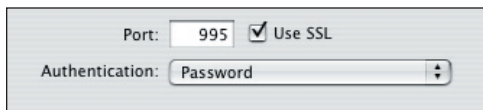
Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your POP3 or IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages.

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

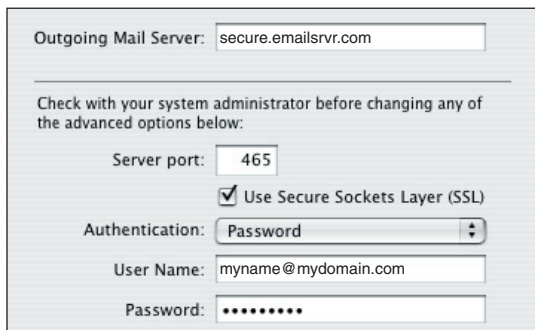
1. In the [Incoming Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
2. Click the [Advanced](#) tab.
3. Check the [Use SSL](#) box.



4. The number in the [Port](#) box will change automatically. The secure POP server port is 995. The secure IMAP server port is 993.

To use the secure outgoing mail server

1. Click the [Account Information](#) tab.
2. Click the [Server Settings](#) button.



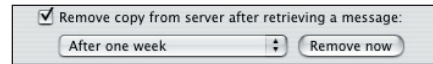
3. In the [Outgoing Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
 4. Check the [Use Secure Sockets Layer \(SSL\)](#) box.
 5. Replace the default [Server port](#) with the secure port 465.
 6. Click the [OK](#) button.
4. Close the [Accounts](#) window.
 5. When prompted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

Leaving a Copy of Messages on the Server (POP3 Only)

By default, when you download new messages using Mac Mail, your messages will remain on the server for one week. After one week, they will be deleted from the server. This helps you to avoid exceeding your account's storage limits. Follow the directions below to make changes to the default settings.

1. Select [Mail / Preferences](#).
2. Click the [Accounts](#) button, located at the top of the window.

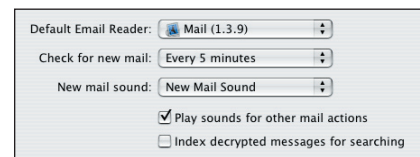
3. Click once on your account, as it appears in the [Accounts](#) list.
4. Click the [Advanced](#) tab.
5. To avoid exceeding your email account's storage limits, be sure that the [Remove copy from the server after retrieving a message](#) box is checked.



6. Click the drop-down menu to indicate when Mac Mail should remove your mail from the server. Or you can indicate that Mac Mail should remove your mail from the server when you move it from the Inbox into another folder.
7. Close the [Accounts](#) window.
8. When prompted to save your changes, click the [Save](#) button.

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](#).



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.

Using IMAP Folders

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 [Special Mailboxes](#) 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), 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.
9. The selected folder will disappear from your IMAP list, and will now appear as the corresponding MacMail folder.