# 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.
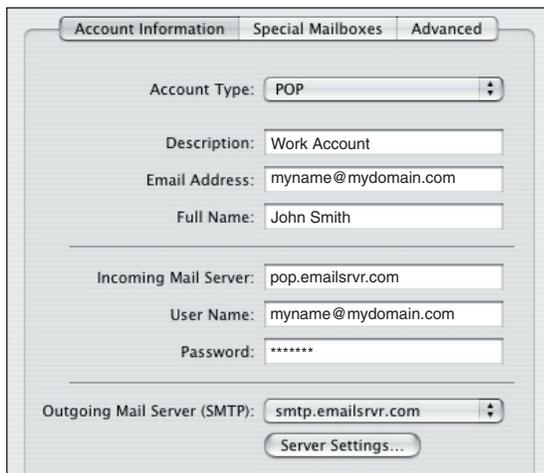
5. Enter the following information:

   - 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

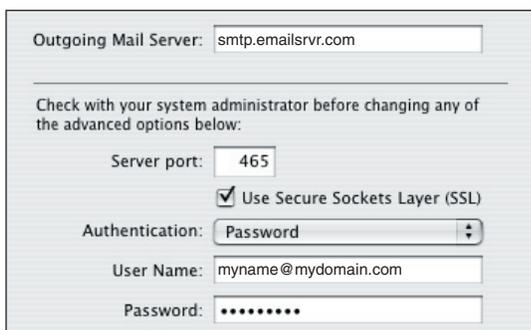1. In the Incoming Mail Server box, enter the secure server name: *secure.emailsrvr.com*

2. Click the Advanced tab.

3. Check the Use SSL box.
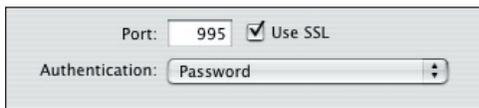
4. The number in the Port box will change automatically. The secure POP server port is 995. The secure IMAP server port is 993.

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.
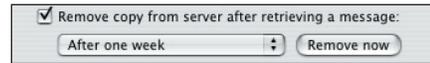
6. Click the drop-down menu to indicate when Mac Mail should remove your mail from the server. Or you can indicate that Mac Mail should remove your mail from the server when you move it from the Inbox into another folder.

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.