

# Setting Up Mac<sup>®</sup> Mail (Based on version 2.1 for Mac OS 10.4 Tiger)

## Setting Up a POP3 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 [POP](#).
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 POP server name: *pop.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



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.

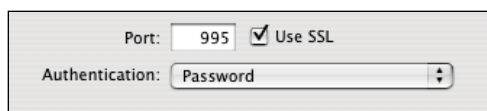
### Assigning SSL Secure Server Settings

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

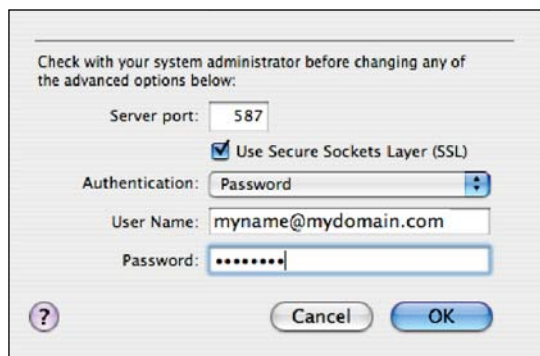
1. In the [Incoming Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
2. Click the [Advanced](#) tab.
3. Check the [Use Secure Sockets Layer \(SSL\)](#) box.
4. The number in the [Port](#) box will change



automatically. The secure POP server port is 995.

### To use the secure outgoing mail server

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

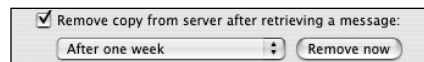


3. In the [Outgoing Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
  4. Check the [Use Secure Sockets Layer \(SSL\)](#) box.
  5. Replace the default [Server port](#) with the secure port *465 or 587*.
  6. Click the [OK](#) button.
4. Close the [Accounts](#) window.
  5. When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