

# Setting Up Mac<sup>®</sup> Mail (Based on version 3.3 for Mac OS 10.5.4 Leopard)

## Setting Up an POP3 Email Account

1. Open Mac Mail. If this is the first time that it has been used, it will start an email Setup Assistant. Otherwise, the new account Setup Assistant can be started by selecting **File / Add Account...** at the top of the screen.
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, 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.
  - Password — Enter the password for this email address.
3. Click the **Continue** button to proceed to the next window.
4. Under Incoming Mail Server, do the following:

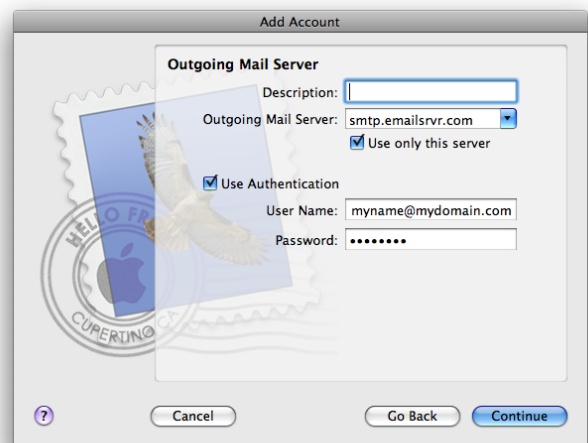


- Account Type — Choose POP from the drop-down menu.
- Description — Enter a phrase that will help you identify this account, such as Home, Work, and so forth.
- Incoming Mail Server — Enter the POP server name: *pop.emailsrvr.com*
- User Name — Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Password — This field should be populated with the password from the first screen. If not, enter the password for this email address.

5. Click the **Continue** button to proceed to the next window.
6. Mac Mail will now verify your address to make sure the settings are correct. If there's an error, recheck your information.
7. On the Incoming Mail Security page, check the box if you want to use Secure Sockets Layer (SSL). This is explained in more detail below. Leave Authentication as "Password."

Note: To use SSL the incoming and outgoing mail servers need to be: *secure.emailsrvr.com*

8. Click the **Continue** button to proceed to the next window.
9. Under Outgoing Mail Server, enter the following information:



- Description — This entry is optional. Use a phrase that will help you identify this account, such as Home, Work, and so forth.
  - Outgoing Mail Server — Enter the outgoing (SMTP) server: *smtp.emailsrvr.com*
  - Click the **Use Authentication** checkbox.
  - User Name — Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
  - Password — Enter the password for your email account.
10. Click the **Continue** button to proceed to the next window.

11. On the Outgoing Mail Security page, check the box if you want to use Secure Sockets Layer (SSL). This is explained in more detail below. Leave Authentication as "Password."

Note: To use SSL the incoming and outgoing mail servers need to be: `secure.emailsrvr.com`

12. Click the [Continue](#) button to proceed to the next window.
13. An Account Summary window will open. Click the [Create](#) button.
14. If you have more accounts to configure, just repeat the above steps.

### 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 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 drop-down menu on the [Outgoing Mail Server \(SMTP\)](#) box. Select [Edit Server List...](#)
3. Click the [Account Information](#) tab.
4. In the [Server Name](#) box, enter the secure server name: `secure.emailsrvr.com`
5. Click the [Advanced](#) tab.
6. Check the [Use Secure Sockets Layer \(SSL\)](#) box.
7. Replace the default [Server port](#) with the secure port `465` or `587`.
8. 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.