

Setting Up Mac Mail

Setting up Mac Mail POP:

1. Open Mac Mail.
2. Click on **Preferences** from the Mail menu in the top toolbar.
3. Click on the **Accounts** tab.
4. Within the **Accounts** tab, click on the plus  sign in the bottom left corner to create your new account.



A **dialog box** will now appear. This is where you will enter your general account information:



5. Set the **Account Type** to **POP** or **IMAP** (See Table 1.1)
6. Enter your name and email address.
7. Click **Continue**.

Table 1.1: Which one to pick, **IMAP** or **POP3**?

<p>POP3 (Post Office Protocol)</p>	<ul style="list-style-type: none"> • POP3 always downloads new emails from the mail server to your computer. It does not leave any copies unless you specify. • POP3 is suitable if you only access your email from one computer and if you do not need to access emails while you are away from your personal computer. • If you are on a new PC or using any email client software for the first time, this protocol will download only the new emails and you will not get any previous emails unless you arrange a backup. • POP3 will erase all of your emails automatically from the server after they are downloaded. If you use POP3, you do not have to worry about email space as long as you are using the default settings.
<p>IMAP (Internet Message Access Protocol)</p>	<ul style="list-style-type: none"> • IMAP copies the email from mail server. This protocol does not erase/download until you specify. • IMAP is better than POP3, if you require access to your emails while you are away from your personal computer. It leaves a copy of all emails, you will receive all the emails available as long as you do not delete them manually. • If you are on a new PC or using any email client software for the first time, this protocol will copy all the emails to your new PC. Once the download is done, it simply imports the new emails and will automatically synchronise with the new mail server. • IMAP does not delete any emails from the server, so you may reach to your email space quota, if you do not delete your emails manually. Reaching your email space quota can have an effect on receiving emails

8. Set the **incoming mail server** to **mail.YourDomainName** (see more details in **Table 1.2**).
9. Enter your username (use full email address) and password for your email account.
10. Click **Continue**.
11. Set the **outgoing mail server** to **mail.YourDomainName** (see more details in **Table 1.2**).

Table 1.2 :

Incoming Server: POP3 or IMAP	Outgoing Server: SMTP
mail.example.com	mail.example.com
<p> Use your domain instead of 'example.com'. Eg: if your email is jsmith@abc.com.au then the server is mail.abc.com.au</p>	

12. Make sure **Use Authentication** is checked.
13. Enter your email address and password.
14. Click **Continue**.



Using Authenticated SMTP

15. Click on the "Account Information" tab.
16. Click within the "Outgoing Mail Server (SMTP)" drop-down box.
17. Click on "Edit Server List".
18. Click within the "Outgoing Mail Server (SMTP)" drop-down box.
19. Click "Add Server".
20. Set the server port to **26**