

---

# **Mail 8.2 for Apple OSX: Configure IMAP/POP/SMTP**

April 10, 2015

---

# Table of Contents

Introduction .....	3
Email Settings .....	3
IMAP .....	3
POP.....	3
SMTP .....	3
Process Overview .....	3
Anatomy of an Email Address.....	4
Why is My Email Address Important? .....	4
Account Information .....	4
Account Settings List.....	5
Before You Begin.....	6
Add Email Account .....	6
Add First Account.....	6
Add Additional Account .....	7
Add Account Information .....	8
Setup IMAP.....	10

# Introduction

Email is an important part of our lives, whether it's for work or just to keep in touch with friends and family. This document provides you with instructions to set up email for your Mac device.

This guide explains how to configure your email account using the POP or IMAP protocol. It also includes a process overview for novice users plus a preparation checklist.

## Email Settings

More advanced users can refer to the following lists for the IMAP, POP, and SMTP settings. If you don't understand the lists, don't worry; this document walks you through all the steps you need to configure your email.

### IMAP

- Server: *mail.domainname.com*
- Port: 143 or 993 (SSL)
- Username: *full email address*
- Password: *email password*

### POP

- Server: *mail.domainname.com*
- Port: 110 or 995 (SSL)
- Username: *full email address*
- Password: *email password*

### SMTP

- Server: *mail.domainname.com*
- Port: 25, 587, or 465 (SSL)
- Username: *full email address*
- Password: *email password*

If you have never set up an email account, it is very important for you to read the **Process Overview** before beginning.

If your particular email program is not covered in this guide, you can still use the **Process Overview** to complete your account set up. Set up varies from program to program but not by much. Check your email program's web site for specific set up instructions or contact your internet provider for assistance.

## Process Overview

So, now you have this great device and you want to download your email messages to your device. This requires two things:

1. The device can communicate properly with the provider's server.
2. The provider's server recognizes you so that you receive the right email messages.

If this sounds daunting, don't be alarmed. You only complete two fields to tell your device how to communicate with the provider's server, and then you fill in two more fields to identify yourself. Depending on your email program, there may be a few more fields to fill in but not many. That's it.

You also have to set your program to use SMTP authentication. This sounds technical but it's accomplished with just one mouse click.

## Anatomy of an Email Address

Your email address is made up of three parts:

- The first part is unique to you, it's your user name. It uniquely identifies you within your service provider's domain. Your user name is separated from the second part of the address by a commercial at sign (@).
- The second part is the domain or host name, usually the provider's company name. The domain name is separated from the third part by a period (.), commonly referred to as a dot.

<u>user name</u>		<u>domain</u>		<u>top-level domain</u>
johnsmith	@	provider	.	com

- Finally, the third part is called a top-level domain (TLD). It is used to divide the Internet into manageable groupings.

(For more information about email addresses, see [http://en.wikipedia.org/wiki/Domain\\_name](http://en.wikipedia.org/wiki/Domain_name).)

## Why is My Email Address Important?

When it is time to set up your email client, one of the pieces of information required for POP and IMAP is a user name. When setting up your email client, you must use your full email address as your user name or the server returns an error when you try to connect.

## Account Information

The four main pieces of information supplied by your provider include:

<b>User or login name</b>	Use your full email address.
<b>Password</b>	A temporary password assigned by your provider. Change it later based on your ISP's policy.
<b>Incoming server</b>	mail.<yourdomain>.<tld> Brackets <> indicate a variable you will replace.
<b>Outgoing server</b>	mail.<yourdomain>.<tld>

In addition, your provider might include the server type or email protocol. The protocol uses the incoming server to deliver mail. The server type is either POP3 or IMAP.

Your software might require the server type or it might not. The server type or protocol is usually requested so your software can identify more options to offer you. However, the additional options are not covered in this document.

If your provider does not explicitly list server or protocol information, it might be in the incoming server name if the name is either `pop.<yourdomain>.<tld>` or `imap.<yourdomain>.<tld>`. Otherwise, contact your provider or check the web site for the information.

## Account Settings List

If you do not have a hard copy or printable list of account settings, use the information in the following table so you have it ready to set up your account you. Write the information in the space provided so that you have it ready to enter.

<b>Account name:</b>	Account name does not come from your provider. It is a way for you to label the account. Use something that describes the account like your name or the account function like Home or Office.
<b>Your name:</b>	Your name. Keep in mind the format you want to use because this often populates the From field in outgoing messages.
<b>User name (also called Login):</b>	Your email address: <code>user@&lt;yourdomain&gt;.&lt;tld&gt;</code> .
<b>Password:</b>	A temporary password given to you by your provider.
<b>Incoming Server:</b>	Exact server name. For example: <code>mail.&lt;yourdomain&gt;.&lt;tld&gt;</code>
<b>Outgoing Server:</b>	Exact server name. For example: <code>mail.&lt;yourdomain&gt;.&lt;tld&gt;</code>
<b>Server Type or Email Protocol</b>	POP3 (alternately referred to as POP in some software) or IMAP.

### NOTE:

If your provider gives you more information than the above table contains, write it down as well. However, this guide only addresses basic account setup.

Write the information in the space provided so that you have it ready to enter.

<b>Account name:</b>	
<b>Your name:</b>	
<b>User name</b>	
<b>Password:</b>	
<b>Incoming Server:</b>	
<b>Outgoing Server:</b>	
<b>Server Type or Email Protocol</b>	

## Before You Begin

Before you set up email, make sure you have both the incoming (POP and IMAP) and outgoing (SMTP) server settings for your email provider. The settings are available from your email service provider.

## Add Email Account

There are two paths to setting up email accounts in the Mac OS:

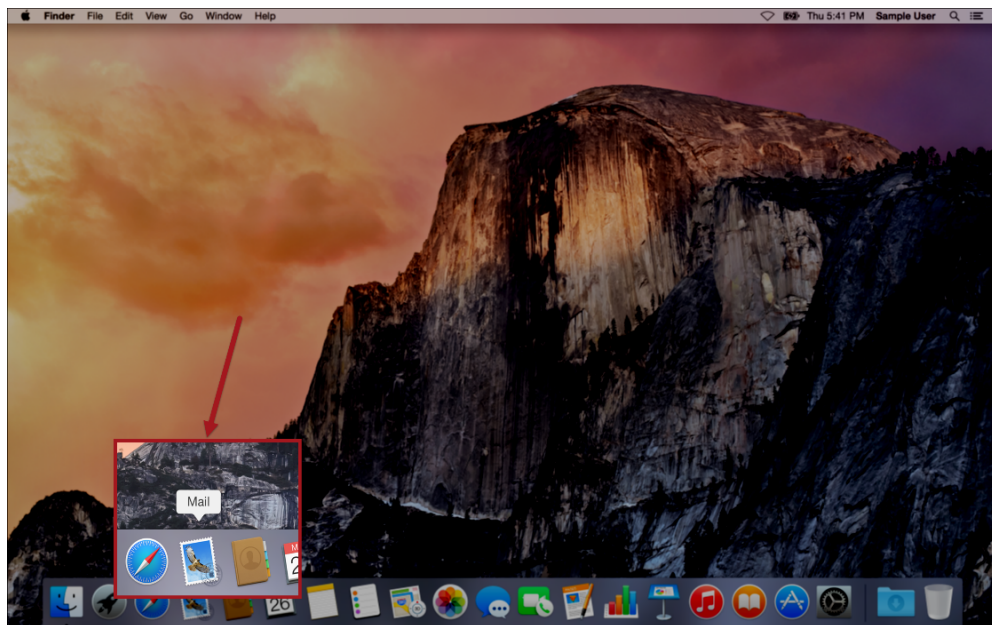
- Set up the Mail application for the first time.
- Add additional email accounts.

When you get to the **Incoming Mail Server** step, the directions are the same from that point forward.

### Add First Account

The directions in this section are for setting up an email account for the first time. Follow these steps to set up a new email account.

3. From the main Mac screen, hover over the dock to display the application icons.
4. Click the **Mail** icon. The **Add Account** dialog box appears.



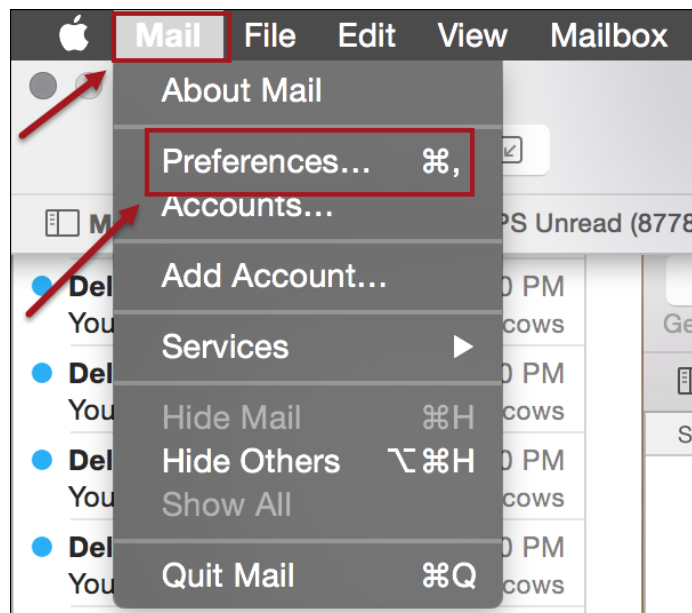
5. In the **Add Account** dialog box, type the appropriate information in the corresponding fields. The fields include:
  - Full Name.
  - Email Address.
  - Password.



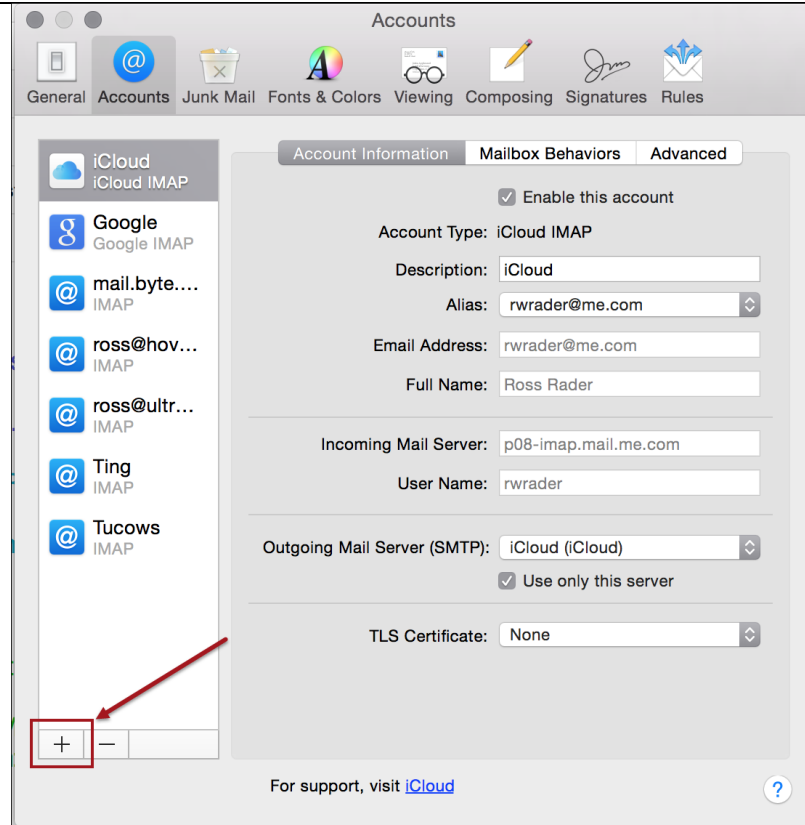
## Add Additional Account

If you have already added one email account, the directions in this section are for adding more email accounts. Follow these directions to add additional email accounts.

1. From the main Mac screen, hover over the dock to display the application icons.
2. Click the **Mail** icon. The mail application appears.
3. From the menu bar, click **Mail > Preferences**. The **Accounts** dialog box appears.



4. On the **Accounts** dialog box, click the plus sign.

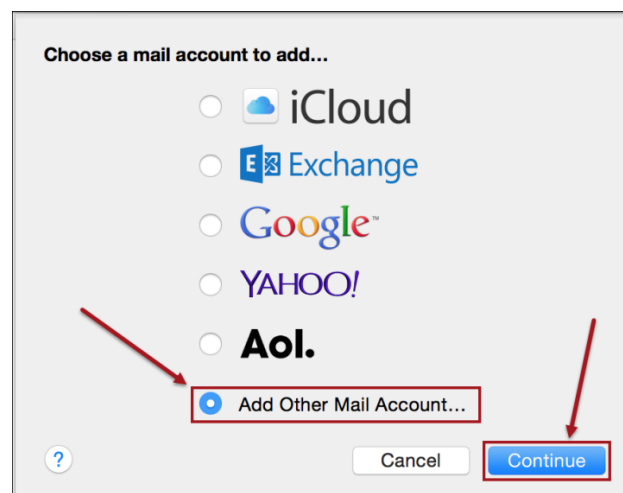


The **Choose a mail account to add** dialog box appears.

## Add Account Information

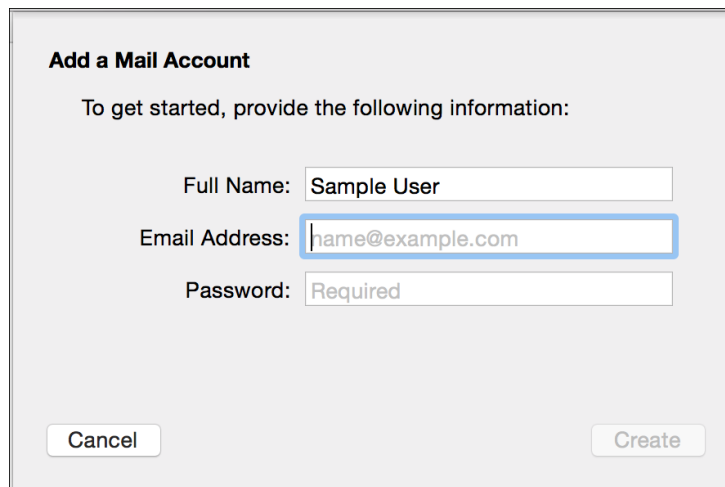
Whether it's the first time or you are adding a second or third account, the directions are the same from this point forward.

1. On the **Choose a mail account to add** dialog box, click the **Add Other Mail Account** radio button.



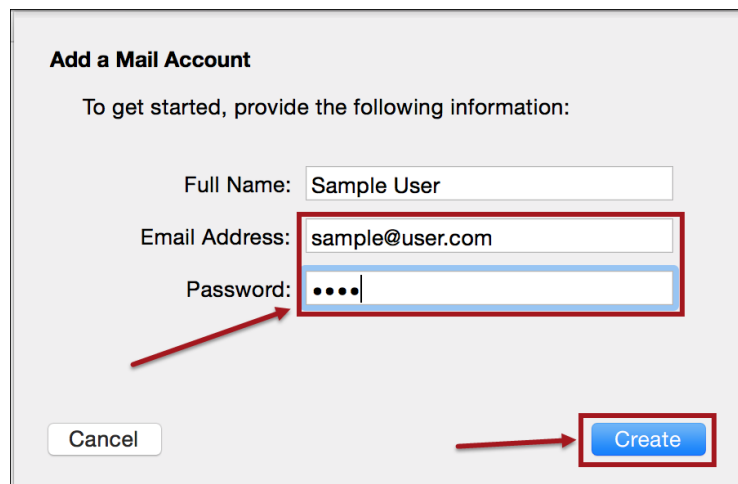


2. Click **Continue**. The **Add a Mail Account** dialog box appears. The **Full Name** field is with your full name.



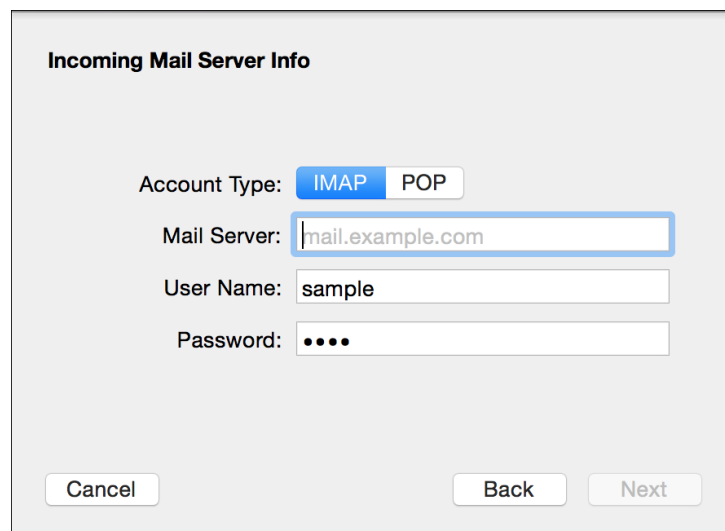
The 'Add a Mail Account' dialog box is shown. It has a title bar and a main area with the text 'Add a Mail Account' and 'To get started, provide the following information:'. Below this are three text input fields: 'Full Name' with the value 'Sample User', 'Email Address' with the value 'name@example.com', and 'Password' with the placeholder text 'Required'. At the bottom are two buttons: 'Cancel' on the left and 'Create' on the right.

3. In the **Add a Mail Account** dialog box, in the **Email Address** and **Password** fields, type the corresponding information.



The 'Add a Mail Account' dialog box is shown again. The 'Full Name' field still has 'Sample User'. The 'Email Address' field now contains 'sample@user.com'. The 'Password' field contains four dots. A red arrow points from the 'Email Address' field to the 'Create' button at the bottom right. The 'Cancel' button is at the bottom left.

4. Click **Create**. The **Incoming Mail Server Info** screen appears.

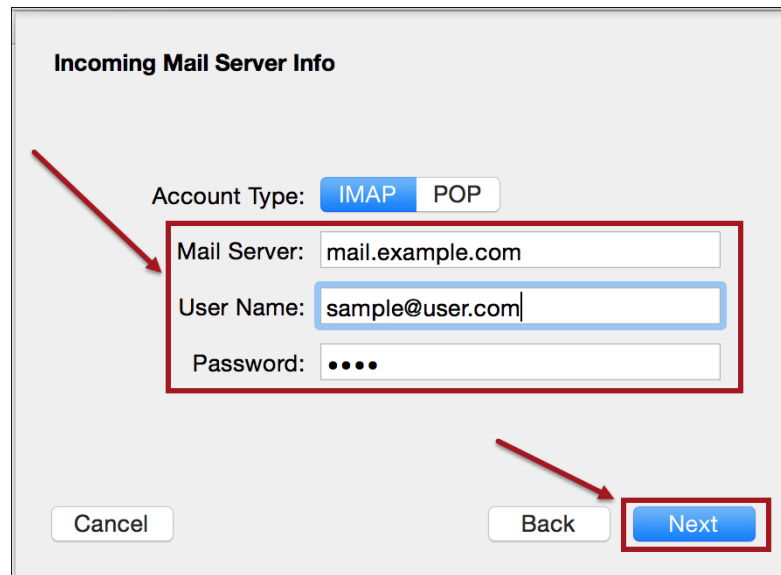


The 'Incoming Mail Server Info' screen is shown. It has a title bar and a main area with the text 'Incoming Mail Server Info'. Below this are four fields: 'Account Type' with a dropdown menu showing 'IMAP' and 'POP', 'Mail Server' with the value 'mail.example.com', 'User Name' with the value 'sample', and 'Password' with four dots. At the bottom are three buttons: 'Cancel' on the left, 'Back' in the middle, and 'Next' on the right.

## Setup IMAP

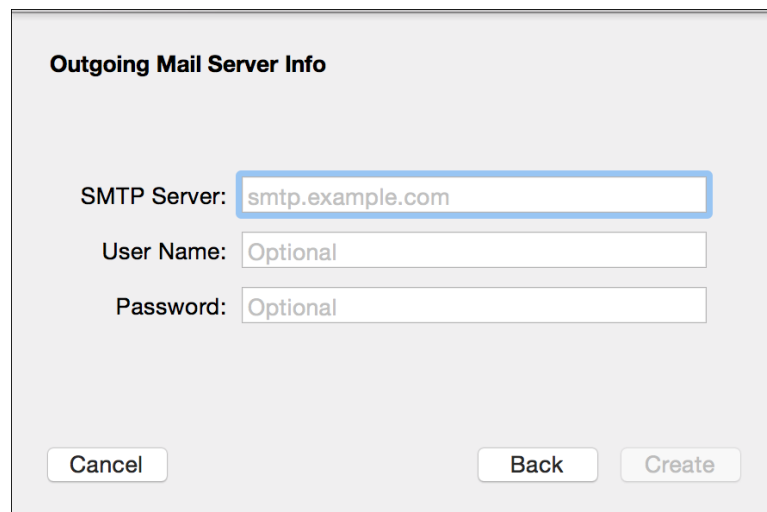
When the **Incoming Mail Server Info** dialog box appears, the IMAP fields appear by default. Follow these directions to set up IMAP.

1. In the **Incoming Mail Server** dialog box **Mail Server**, **User Name**, and **Password** fields, type the corresponding information.



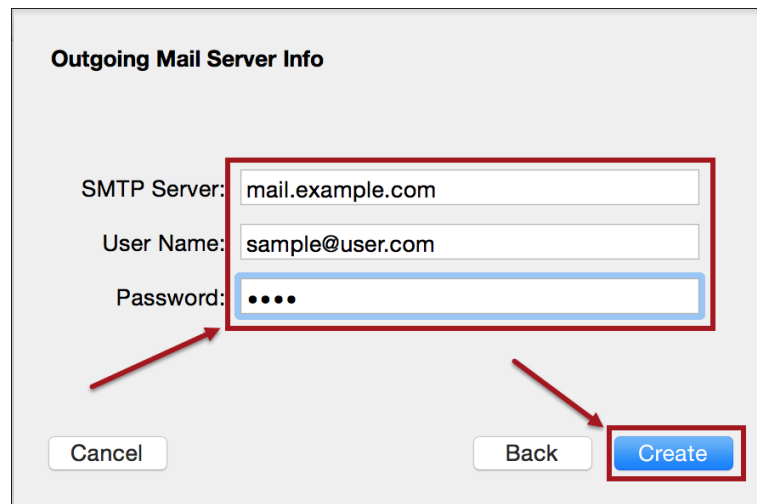
The **Incoming Mail Server Info** dialog box is shown. It has a title bar with the text "Incoming Mail Server Info". Below the title bar, there are two buttons: "IMAP" (selected) and "POP". Below these buttons, there are three text input fields: "Mail Server:" with the value "mail.example.com", "User Name:" with the value "sample@user.com", and "Password:" with four dots. A red rectangle highlights these three fields. At the bottom of the dialog box, there are three buttons: "Cancel", "Back", and "Next". A red arrow points from the "Next" button to the "Next" button.

2. Click **Next**. The **Outgoing Mail Server Info** dialog box appears.



The **Outgoing Mail Server Info** dialog box is shown. It has a title bar with the text "Outgoing Mail Server Info". Below the title bar, there are three text input fields: "SMTP Server:" with the value "smtp.example.com", "User Name:" with the value "Optional", and "Password:" with the value "Optional". At the bottom of the dialog box, there are three buttons: "Cancel", "Back", and "Create".

3. In the **Outgoing Mail Server Info** dialog box **SMTP Server**, **User Name**, and **Password** fields, type the corresponding information.



The image shows the 'Outgoing Mail Server Info' dialog box. It has three text input fields: 'SMTP Server:' with the value 'mail.example.com', 'User Name:' with the value 'sample@user.com', and 'Password:' with four dots. A red rectangular box highlights these three fields. Below the fields are three buttons: 'Cancel', 'Back', and 'Create'. A red arrow points from the 'Create' button to the 'SMTP Server' field, and another red arrow points from the 'SMTP Server' field to the 'Create' button. The 'Create' button is highlighted with a red rectangular box.

4. Click **Create**. The **Inbox** appears and the new email account is created.

