

Set Up IMAP - Mac® Mail

To set up Mac Mail for IMAP, perform the following steps:

1. Open Mac Mail. If this is the first time that it has been used, the Setup Assistant will appear. Otherwise, select **File / Add Account**.

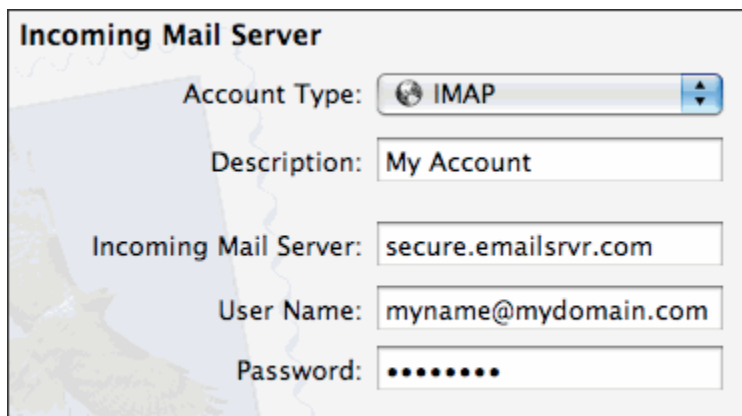
Note: If your operating system is Tiger, click the **Continue** button, and select **IMAP** from the **Account Type** drop-down menu.

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.
- Email Address—Enter your entire email address (e.g., myname@Reagan.com).
- Password—Enter the password for your email account.

3. Click the **Continue** button and Enter the following information:

- Account Type—Select **IMAP** from the drop-down menu.
- Description—Enter a descriptive name for your mail account (e.g., Work Mail or Home Mail).
- Incoming Mail Server—Enter the secure server name: **secure.emailsrvr.com**
- User Name—Enter your entire email address (e.g., myname@Reagan.com).
- Password—Enter the password for this account.



Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

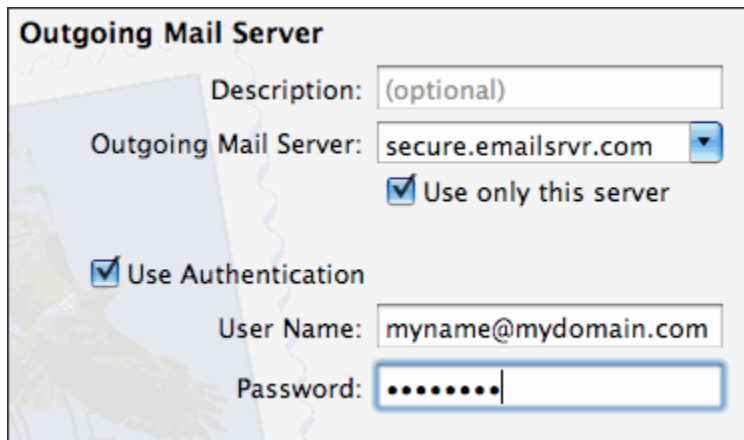
Password:

4. Click the **Continue** button and Mac Mail will now attempt to detect the incoming server settings. If the **Incoming Mail Security** window appears, do the following:

- Check the **Use Secure Sockets Layer (SSL)** box.
- In the **Authentication** drop-down menu, select **Password**.
- Click the **Continue** button.

5. Enter the following information:

- Description—This entry is optional. Enter a descriptive name for your mail account (e.g., Work Mail or Home Mail).
- Outgoing Mail Server—Enter the secure server name: **secure.emailsrvr.com**
- Check the **Use only this server** box.
- Check the **Use Authentication** box.
- User Name—Enter your entire email address (e.g., myname@Reagan.com).
- Password—Enter the password for your email account.



6. Click the **Continue** button and Mac Mail will now attempt to detect the outgoing server settings. If the **Outgoing Mail Security** window appears, do the following:

- Check the **Use Secure Sockets Layer (SSL)** box.
- In the **Authentication** drop-down menu, select **Password**.
- Click the **Continue** button.

7. When the setup process is done, you will see an **Account Summary** window that summarizes your connections. Click the **Create** button.

Using IMAP Folders:

To simplify the organization of your messages, you can indicate which IMAP folders Mac Mail should use to store sent mail, drafts, spam, and trash.

1. Select **Mail / Preferences**, click the **Accounts** button, located at the top of the window and click once on your **IMAP** account, as it appears in the **Accounts** list.
2. Click the **Mailbox Behaviors** tab, clear all of the check boxes and close the **Accounts** window.
3. When prompted to save your changes, click the **Save** button.
4. In your **IMAP** folder, located in the **Mailboxes** pane (select **View / Show Mailboxes** to display the pane if it's not there), 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 in the sub-menu.

5. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.