

Macintosh OS X Mail

This document describes the steps necessary to configure Macintosh Mail version 1.x to send and receive e-mail.

- Open Macintosh Mail
- Go to the **Mail** menu
- Select **Preferences...**



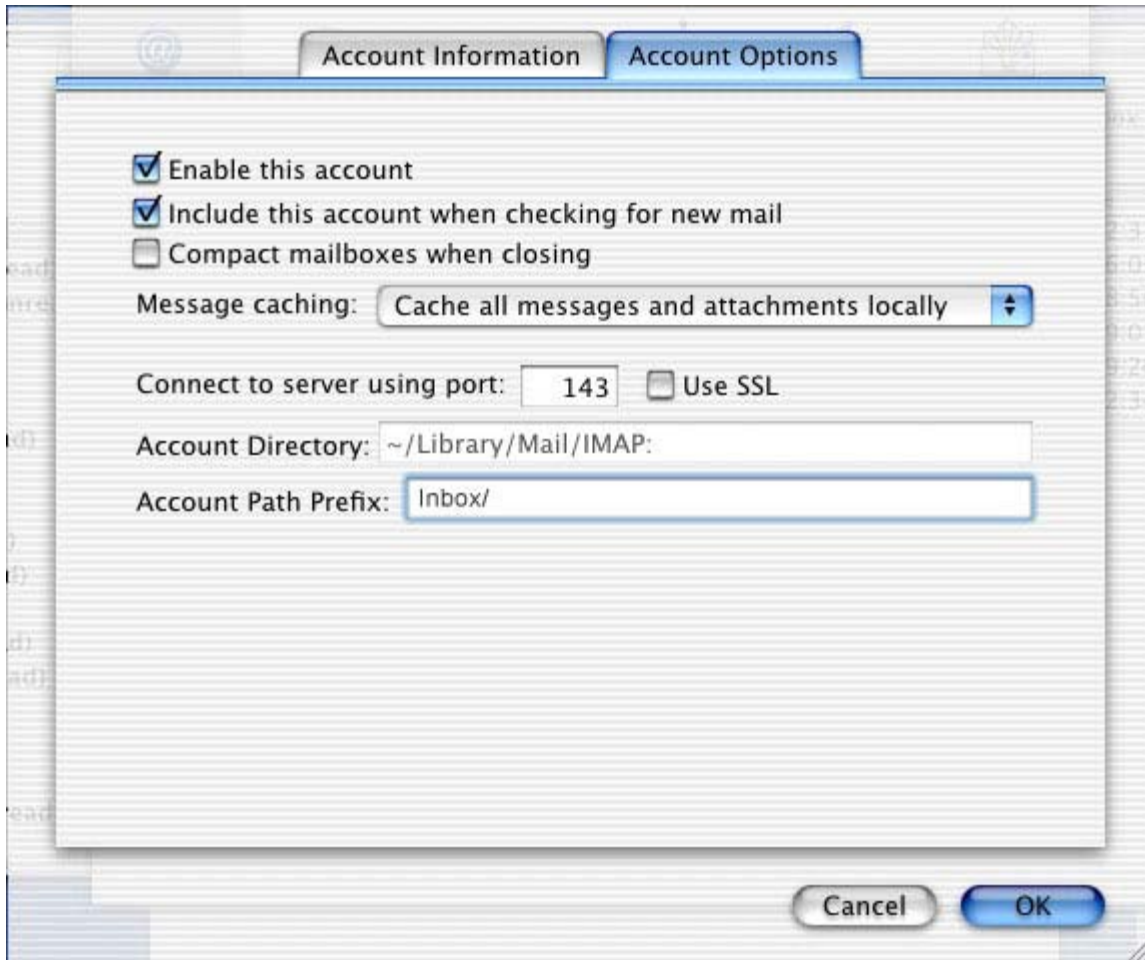
- The Mail Preferences window will open.



- The different sections of "Preferences" are listed across the top of the window
- Select **Accounts**
- Click **Create Account**



- Enter the following information as listed:
 - **Account Type:** choose IMAP or POP
 - **Description:** enter your email address. This is used to distinguish this account from other accounts if you will be using more than one with this mail program.
 - **Email Address:** enter your full email address in all lowercase
 - **Full Name:** this will appear on all outgoing messages
 - **Host name:**
 - enter pop.emailsrvr.com if you chose POP for Account Type
 - enter imap.emailsrvr.com if you chose IMAP for Account Type
 - **User name:** enter your full e-mail address
 - **Password:** enter your password
 - **SMTP Host:** smtp.emailsrvr.com
 - Check the box "**Use authentication when sending mail**"
 - **SMTP User:** enter your full e-mail address in all lowercase
 - **SMTP Password:** enter your password again
- If using IMAP, click the **Account Options** tab at the top



- Enter the **Account Path Prefix:** Inbox/
- Click **OK**
- Close the **Mail Preferences** window
- When you return to the Mail interface, click **Get Mail**