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.
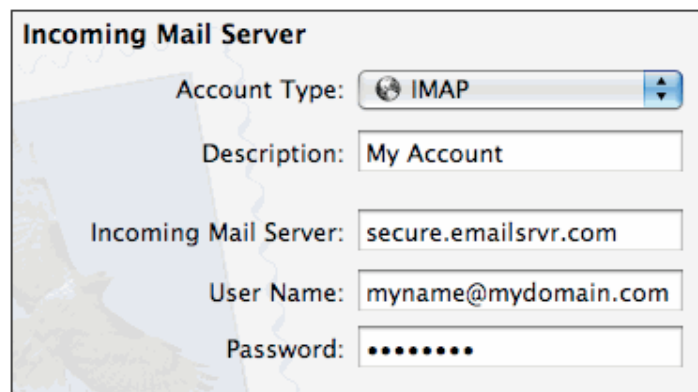
2. Enter the following information:

   - 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@mydomain.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@mydomain.com).

   - Password—Enter the password for this account.

Note: If your internal system configurations require non-SSL ports, please see the "Email Server Settings" page for our full list of available servers and ports.
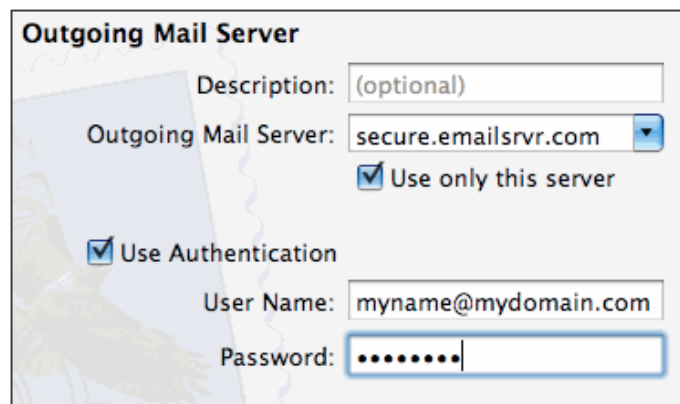
4. Click the **Continue** button and Mac Mail will now attempt to detect the incoming server settings. If the **Incoming Mail Security** window appears, do the following:

- 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@mydomain.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.