

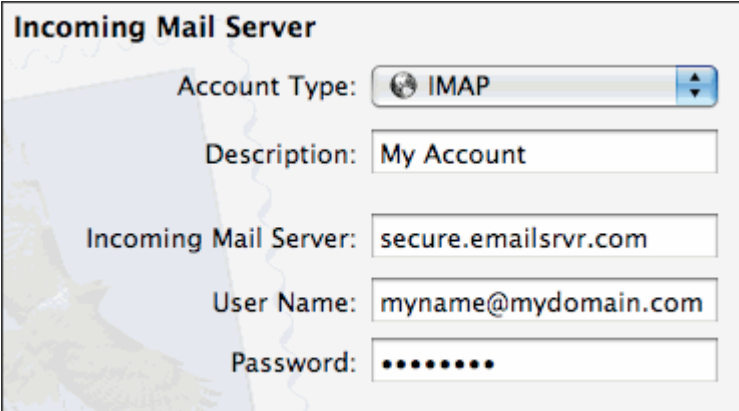
Set Up IMAP - Mac® Mail

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**.
2. If your operating system is Tiger, click the **Continue** button, and select **IMAP** from the **Account Type** drop-down menu.
3. 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.
4. Click the **Continue** button.
5. 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.



6. Click the **Continue** button.
7. Mac Mail will now attempt to detect the incoming server settings. If the **Incoming Mail Security** window appears, do the following:
 - a. Check the **Use Secure Sockets Layer (SSL)** box.
 - b. In the **Authentication** drop-down menu, select **Password**.
 - c. Click the **Continue** button.
8. 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.

9. Click the **Continue** button.
10. 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.
 - a. In the **Authentication** drop-down menu, select **Password**.
 - b. Click the **Continue** button.
11. 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**.
2. Click the **Accounts** button, located at the top of the window.
3. Click once on your IMAP account, as it appears in the **Accounts** list.
4. Click the **Mailbox Behaviors** tab.
5. Clear all of the check boxes.
6. Close the **Accounts** window.
7. When prompted to save your changes, click the **Save** button.
8. 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.
9. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.