

Setting up Mac OS X Mail

Mail is the default email program that comes with Mac OS X. You can configure it to access your email account by following these instructions.



Before starting, to avoid errors while setting up Mail, make sure that you are connected to the Internet. If you cannot be connected to the Internet, you may still set up Mail, but additional steps will be required.

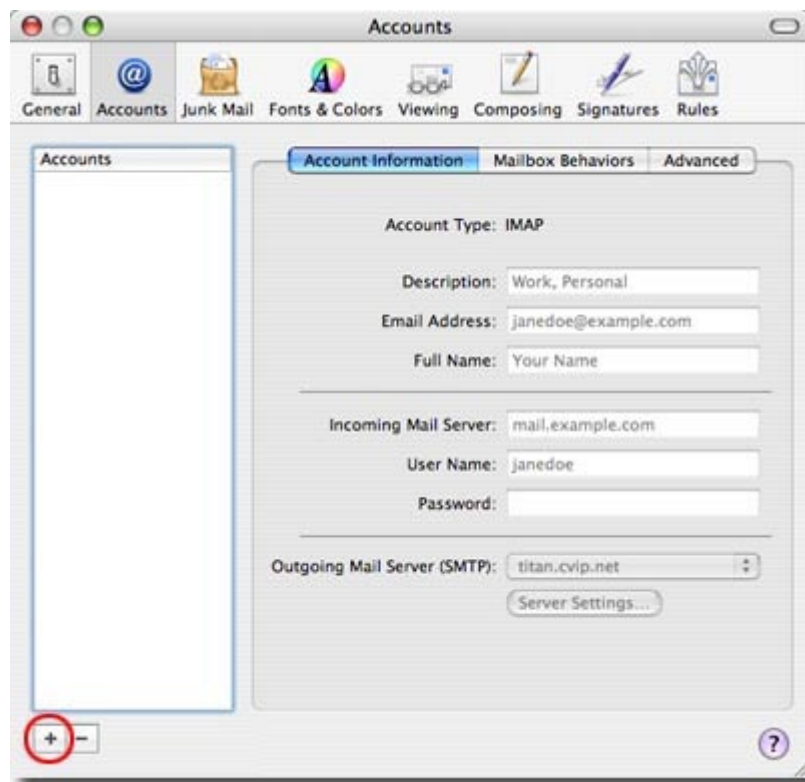
1. In the Dock, click on the **Mail** icon (the icon that looks like a postage stamp).



2. If this is the first time you've opened the Mail application, you will immediately be brought to the **New Account** setup assistant. Click the **Continue** button at the bottom right and skip to step 6 below.



3. If you've opened Mail before, wait for Mail to open then click on the **Mail** menu at the top left of your screen and select **Preferences**.
4. Click on the **Accounts** icon at the top of the window.
5. Click on the plus sign (+) at the bottom left of the window, circled in the example below.



In the General Information area, set the **Account Type** to **POP**.

Enter **Main Account** (or a description of your choosing) for the **Account Description**.

6. Enter your name in the **Full Name** field.

Enter your e-mail address in the **Email Address** field. The window should now look like the example below. Click the **Continue** button.



In the **Incoming Mail Server** area, enter **mail.yourdomain.com.au**, substituting **yourdomain** with your actual domain name.

Enter your username into the **User Name** field.

7. Enter your password in the **Password** field. The window should look like the example below.

Click the **Continue** button.



If you get an error like the example below, this either means you are not connected to the Internet or that your e-mail username or password are incorrect. Try retyping both of them making sure the "Caps Lock" key on your keyboard is not on.

Click the **Continue** button and go on to step 8.



8. In the **Outgoing Mail Server** area, enter **mail.yourisp.com.au** in the **Outgoing Mail Server** field. The window should look like the example below. Check with your specific ISP for exact Incoming/Outgoing server settings.

Click the **Continue** button.



9. The **Account Summary** area should look like the example below. Click the **Continue** button.



The **New Account** window will now show a **Conclusion** area. If this is the first time you've opened Mail, you'll see the **Import Mailboxes** button. If you've opened Mail before, you will only see the **Create Another Account** button. Click the **Done** button.



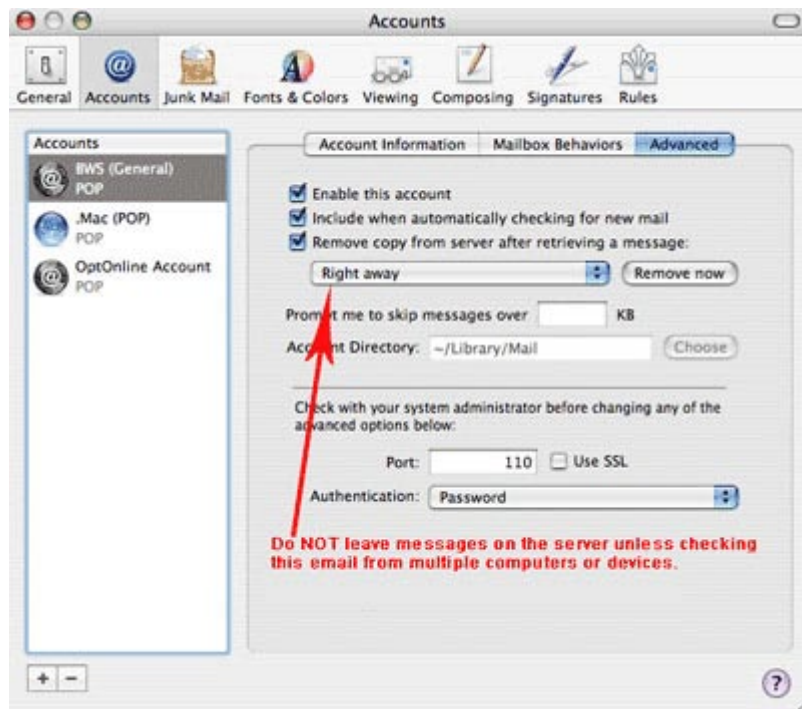
11. If this is the first time you've opened Mail, you will see the **Welcome** dialog box below. You will not see this **Welcome** dialog if you've opened Mail before.



IMPORTANT: In the **Accounts** window, click on the newly created **Account** listed on the left, then **Advanced**.

12. If you only check your mail from one computer/mobile device, change the drop menu menu under **Remove Copy from server after retrieving a message:** to **Right away**.

If you check your mail from more than one computer/mobile device, change the drop menu menu under **Remove Copy from server after retrieving a message:** to **After one day**.



13. Click the red close bubble button at the top left of the Accounts window to close it. Mail is now configured to send and receive e-mail.