

Configuring Mac OS X Mail to use your new e-mail account

Mail is the default e-mail program included with Apple OS X. The following instructions provide a walk through on setting up Mail to use your e-mail account.

What you need to know:

- Your e-mail address (Our example will use jsmith@mydomain.com.au)
- Your password
- Your e-mail server address (Our example will use mail.mydomain.com.au)

Note: You may elect to use your Internet Service Providers outgoing e-mail server to send your e-mail. In this case you will need to also know the ISP outgoing (SMTP) server name as well.

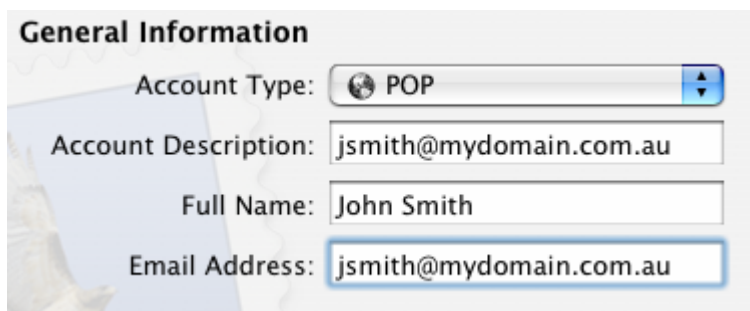
1. Start Mail.
2. If you have previously added an e-mail account you will need to go to the File menu and select Add Account, otherwise you will be taken immediately to the configuration wizard.
3. Choose POP from the drop down list as your Account Type.

Enter a description for the account to help identify it. This might be your e-mail address.

Enter your full name, or what you prefer people to see when they receive e-mail from you.

Enter your e-mail address.

Click Continue when you are ready.



General Information

Account Type: POP

Account Description: jsmith@mydomain.com.au

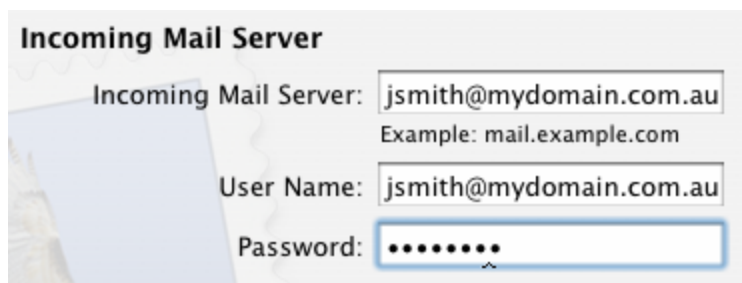
Full Name: John Smith

Email Address: jsmith@mydomain.com.au

4. Enter your e-mail server address into the incoming field. Your incoming mail server is mail. followed by your domain name. For our example the domain is mydomain.com.au, so this means that our incoming mail server is mail.mydomain.com.au

Enter your e-mail address as your User Name, and then enter your password.

Click Continue when you are ready.



Incoming Mail Server

Incoming Mail Server: jsmith@mydomain.com.au
Example: mail.example.com

User Name: jsmith@mydomain.com.au

Password:

5. Mail will attempt to connect to the mail server, if this fails click the continue button for now.
6. Leave the Authentication option as Password and click continue.



Incoming Mail Security

Use Secure Sockets Layer (SSL)

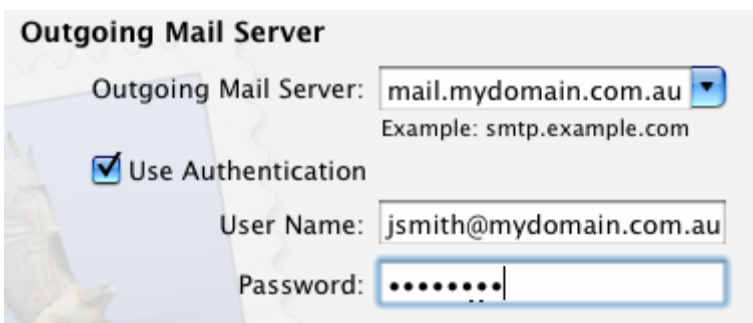
Authentication: Password

7. You have two options for your outgoing mail server. You may use the same address as your incoming mail server, or you may use your Internet Service Providers (ISP) mail server.

Some people find that their ISP may block mail being sent to other mail servers, so in this situation they need to use their ISP's mail server instead. The ISP mail server is generally mail. followed by the ISP's domain name. So for example if we take Bigpond who do require this configuration to be used, you enter mail.bigpond.com as your outgoing mail server.

If you entered your new mail server for outgoing mail (ie mail.mydomain.com.au) then tick the box for 'Use Authentication' and enter your e-mail address as the User Name, and enter your password.

Once ready click the Continue.



Outgoing Mail Server

Outgoing Mail Server: mail.mydomain.com.au
Example: smtp.example.com

Use Authentication

User Name: jsmith@mydomain.com.au

Password:

8. Mail will attempt to connect to the mail server, if this fails click the continue button for now.
9. Leave the Authentication option as Password and click continue.



Outgoing Mail Security

Use Secure Sockets Layer (SSL)

Authentication: Password

10. You will now be presented with a summary of your account settings.

Click Continue.

11. Click Done, and you are now ready to use your e-mail.

You may send an e-mail to your own e-mail address to test if it is working. Wait about 30 seconds and then click the Get Mail button to see your test e-mail arrives in your inbox.

Important Information

Your new mail server features security to prevent unauthorised access and spamming.

When using your new e-mail server as the outgoing mail server in Mail (ie mail.mydomain.com.au), the e-mail address you enter into the account settings of Mail must match your username.

For example if your username is jsmith@mydomain.com.au you must enter your e-mail address as jsmith@mydomain.com.au.

If your e-mail address does not match your username, the server will refuse to send your outgoing e-mail messages.

For example your username is jsmith@mydomain.com.au but you enter jsmith@somewhereelse.com.au as your e-mail address.

This does not apply if you are using your ISP's mail server as your outgoing e-mail server.