



Mail

Setting up Mail for Mac OS 10.0 – 10.1.5

This is the opening screen for Mail.app under Mac OS 10.0 – 10.1.5. You will only get this window displayed if the computer has never been set-up for E-mail access.

Welcome to Mail

You have no email accounts configured to use Mail. Please enter the following information to send and receive email.

Your Name: John Smith

Email Address: username@isp.net

Incoming Mail Server: pop.isp.net

Mail Server Type: POP IMAP

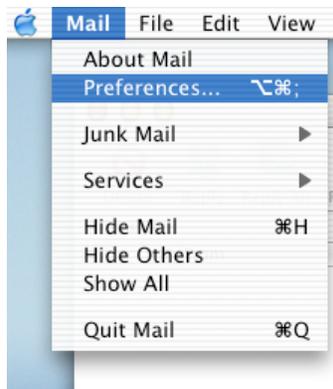
User Name: username

Password:

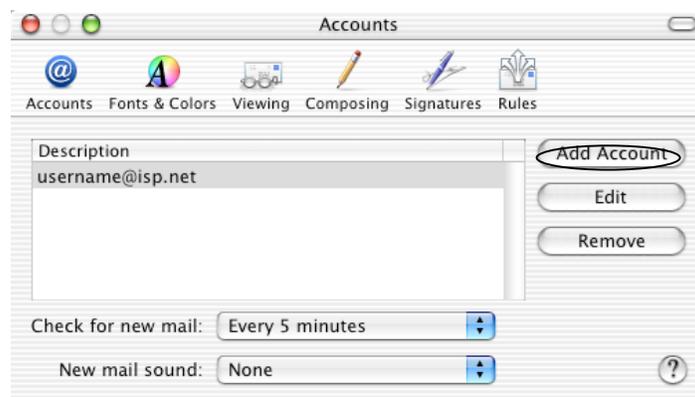
Outgoing Mail Server: smtp.isp.net

? Quit OK

If the computer has been configured for E-mail in the past, click on the **MAIL** menu and choose **PREFERENCES**.



Then click on the **ADD ACCOUNT** button.



The following screen will now appear. *Fill in all of the information requested.*

Account Information Account Options

Account Type: POP Account

Description: username@isp.net Examples: Work, Personal

Email Address: username@isp.net Example: steve@mac.com

Full Name: John Smith Example: Steve Smith

Host name: pop.isp.net Example: mail.mac.com

User name: username Example: steve

Password:

SMTP Host: smtp.isp.net Example: smtp.mac.com

Use authentication when sending mail

SMTP User: Example: steve

SMTP Password:

Cancel OK

If you like your E-mail saved on the servers, click on the *ACCOUNT OPTIONS* tab and make sure *Delete messages on server after downloading* is not checked. Click *OK* to activate the new account.

Account Information Account Options

Enable this account

Include this account when checking for new mail

Delete messages on server after downloading

Show this account separately in mailboxes drawer

Download messages from this account into folder:

INBOX

Prompt me to skip messages over: KB

Connect to server using port: 110 Use SSL

Account Directory:

Cancel OK

To check for new messages, click on *GET MAIL* located on the main window.

