EMAIL CONFIGURATION GUIDE

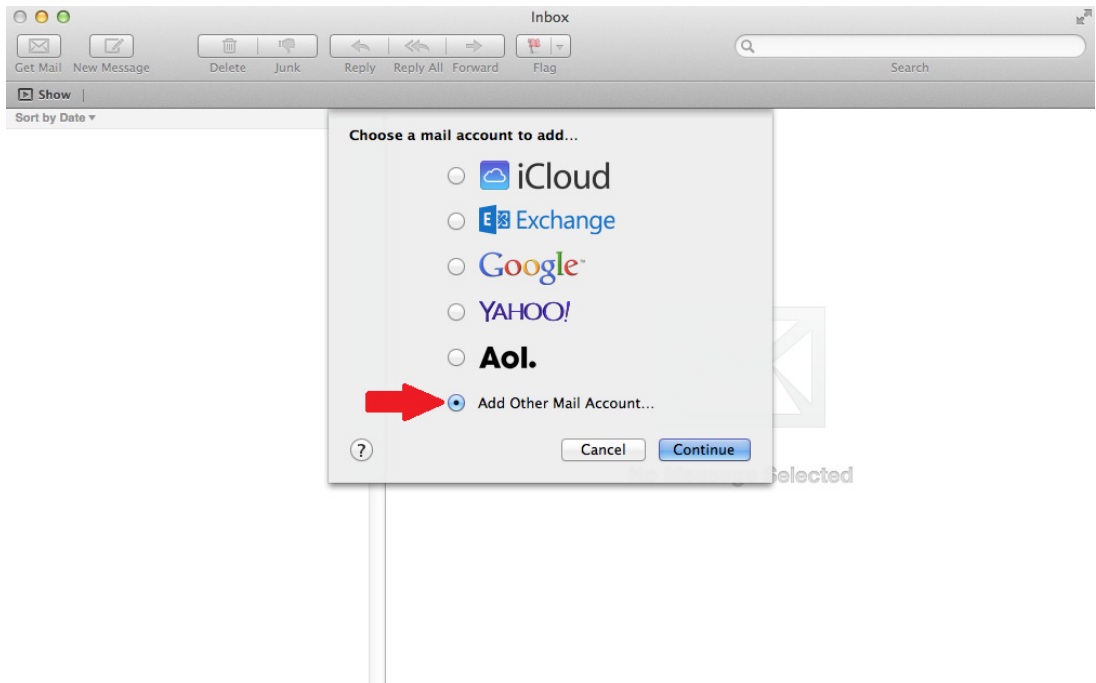For

Mail on Mac OS

A. Mail (Version 7.3)

Step 1 : Click on the **Mail** icon to start the Mail application.
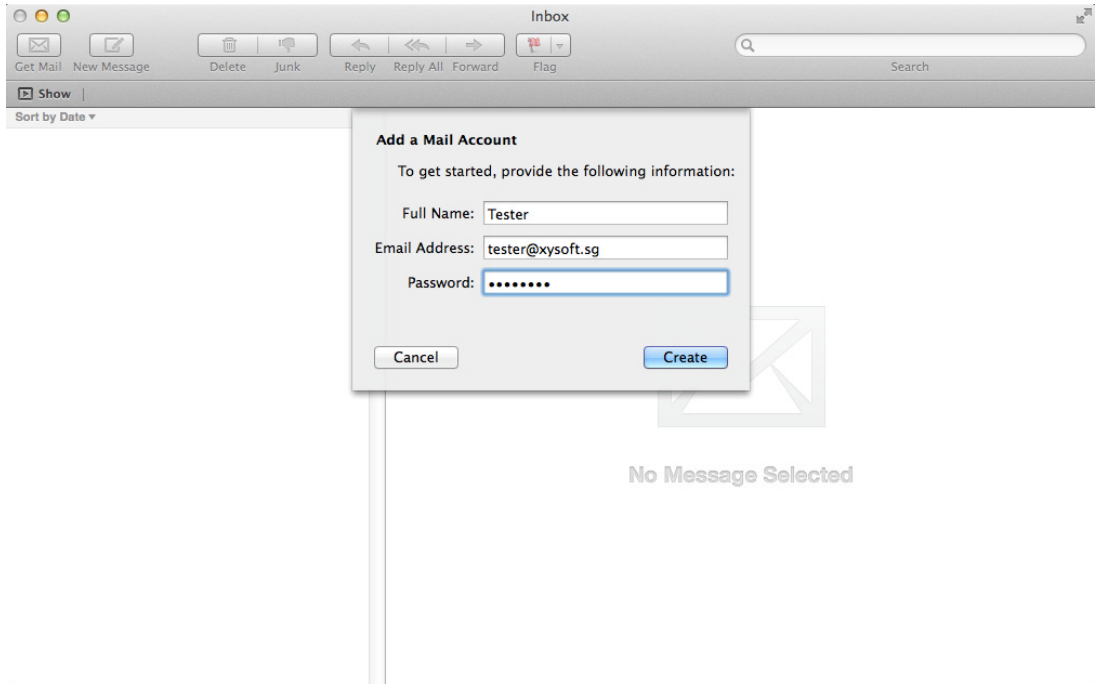
Next, a new window will appear as shown below.

Step 2 :   From the mail account list, choose [Add Other Mail Account**…**] by clicking on the radio button next to it and then, click [Continue] to proceed to add a mail account.

Step 3 :   On [Add a Mail Account] panel, enter the name of the user, email address and password in the textboxes and then, click on the [Create] button.

Step 4 : On the next panel, you might see a message [Account must be manually configured].
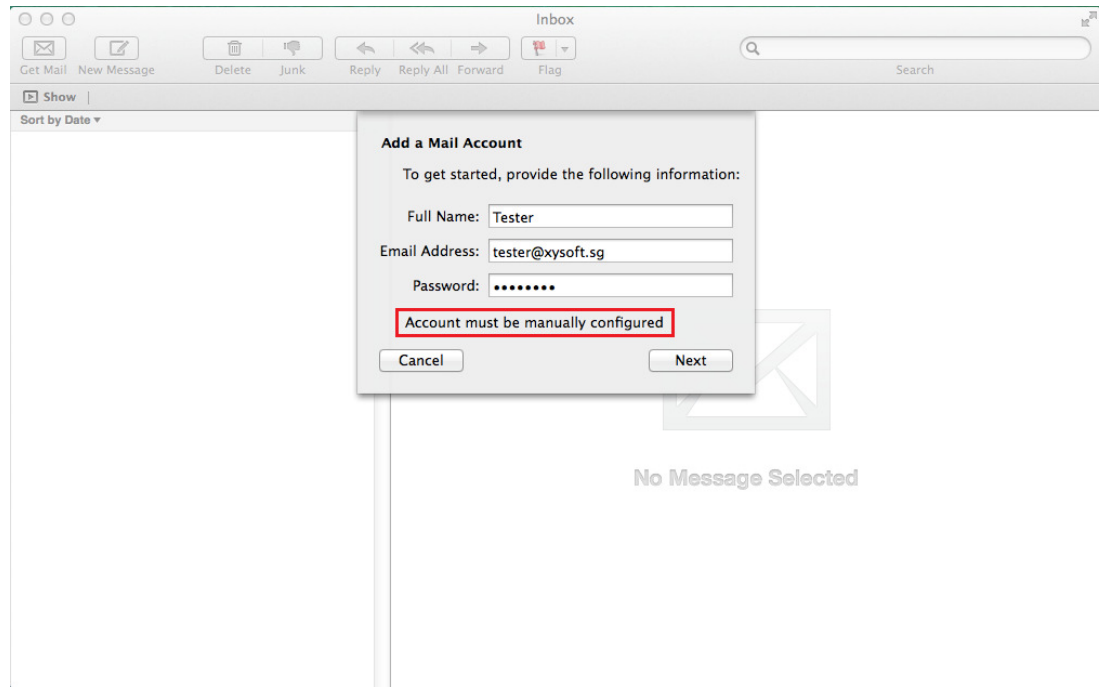

Click on the [Next] button below the message to proceed with the configuration.

Step 5 :   To configure the Incoming Mail Server, choose the [Account Type] by clicking on either [POP] or [IMAP]. Next, enter "mail.[Domain Name]" in the textbox for [Mail Server] and the email address in the textbox for [User Name]. Lastly, enter the password for the email address.
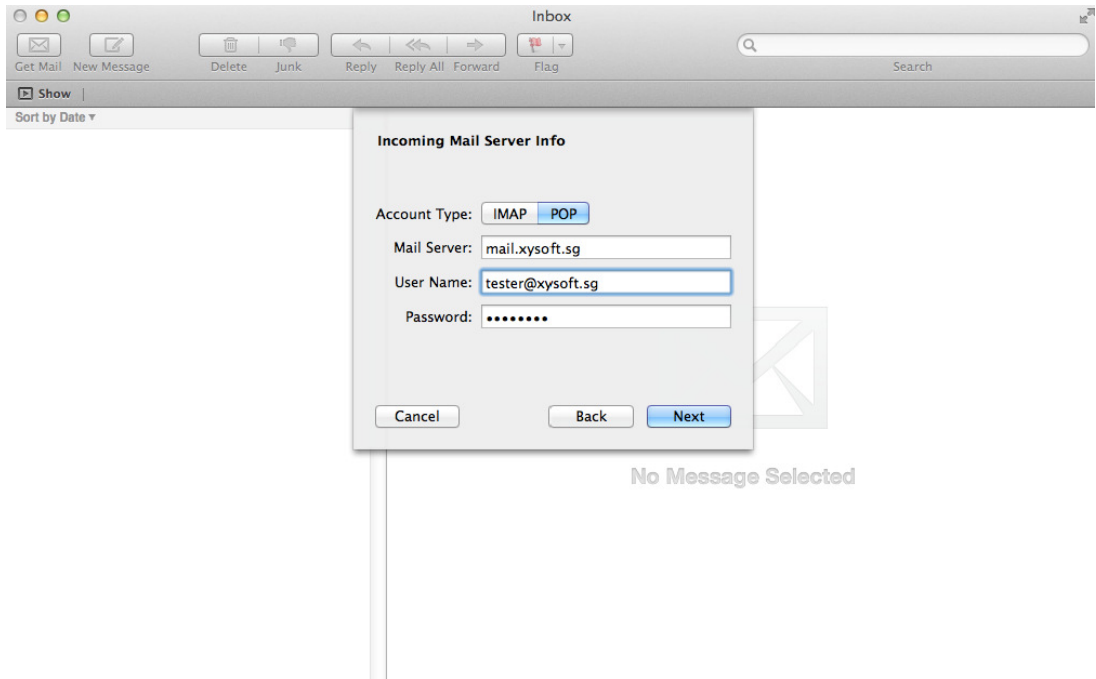
Click on the [Next] button to proceed to the next step.

Step 6 :   A [Verify Certificate] message will pop up to warn on the identity of the mail server. Please do not be alarmed. Click on the [Connect] button to proceed.
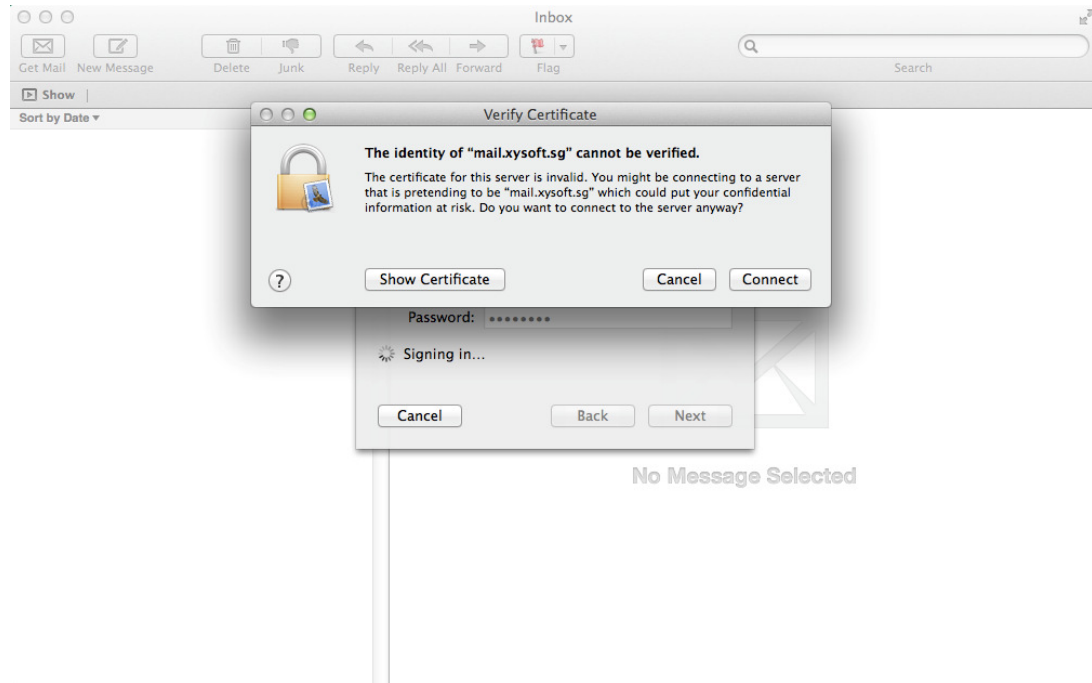
Step 7 :   To configure the [Outgoing Mail Server], enter "mail.[domain name]" in the textbox for [SMTP Server] and the email address in the textbox for [User Name]. Lastly, enter the password for the email address.
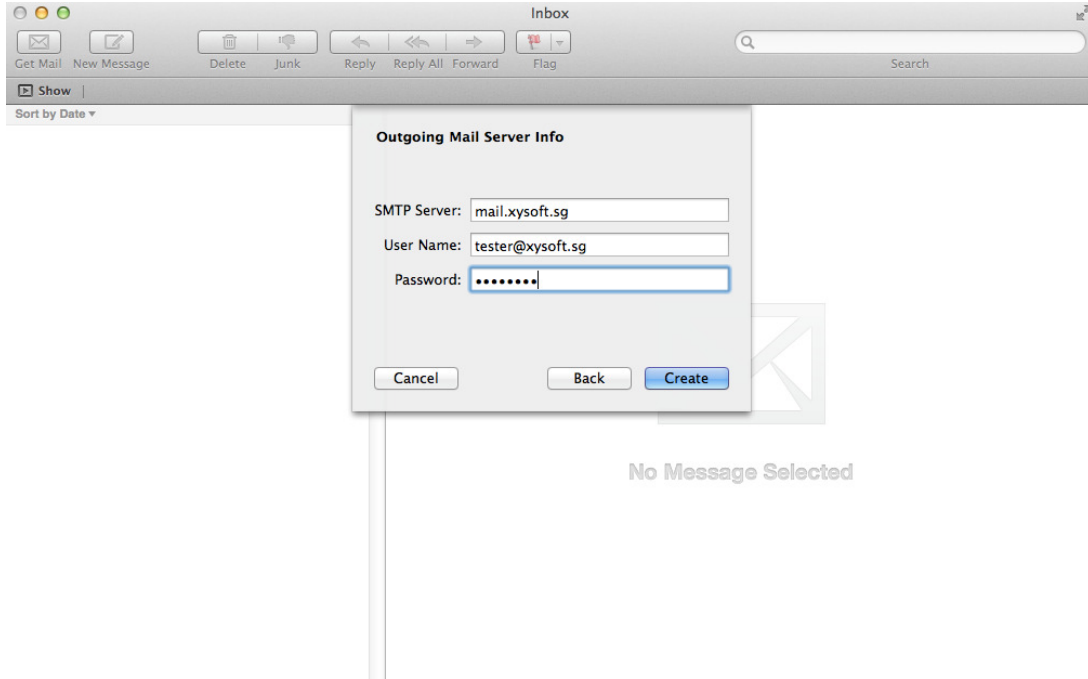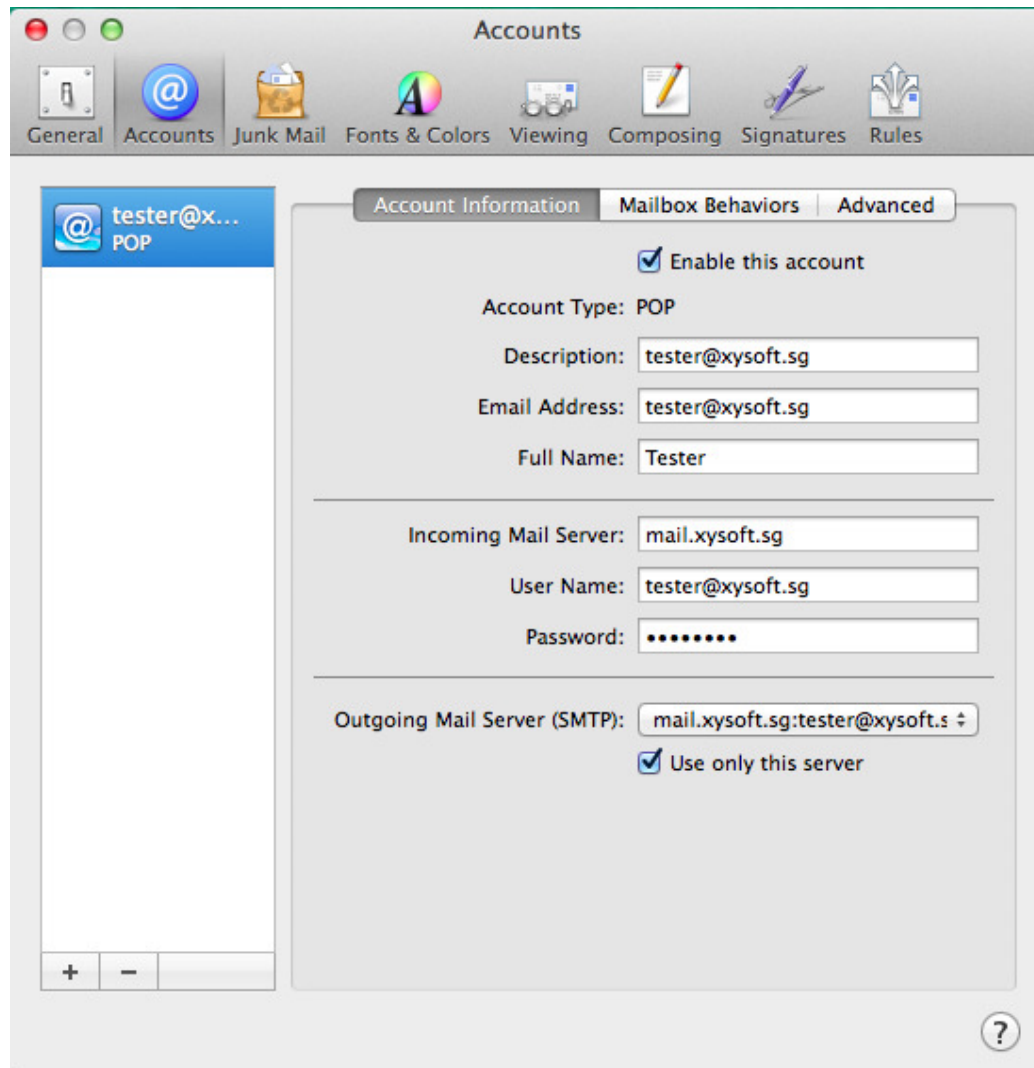

Next, click on the [**Create**] button.

Step 8 :   To complete the Mail client setup, go to the Mail menu. Choose and click on the submenu [Preferences] as illustrated below.
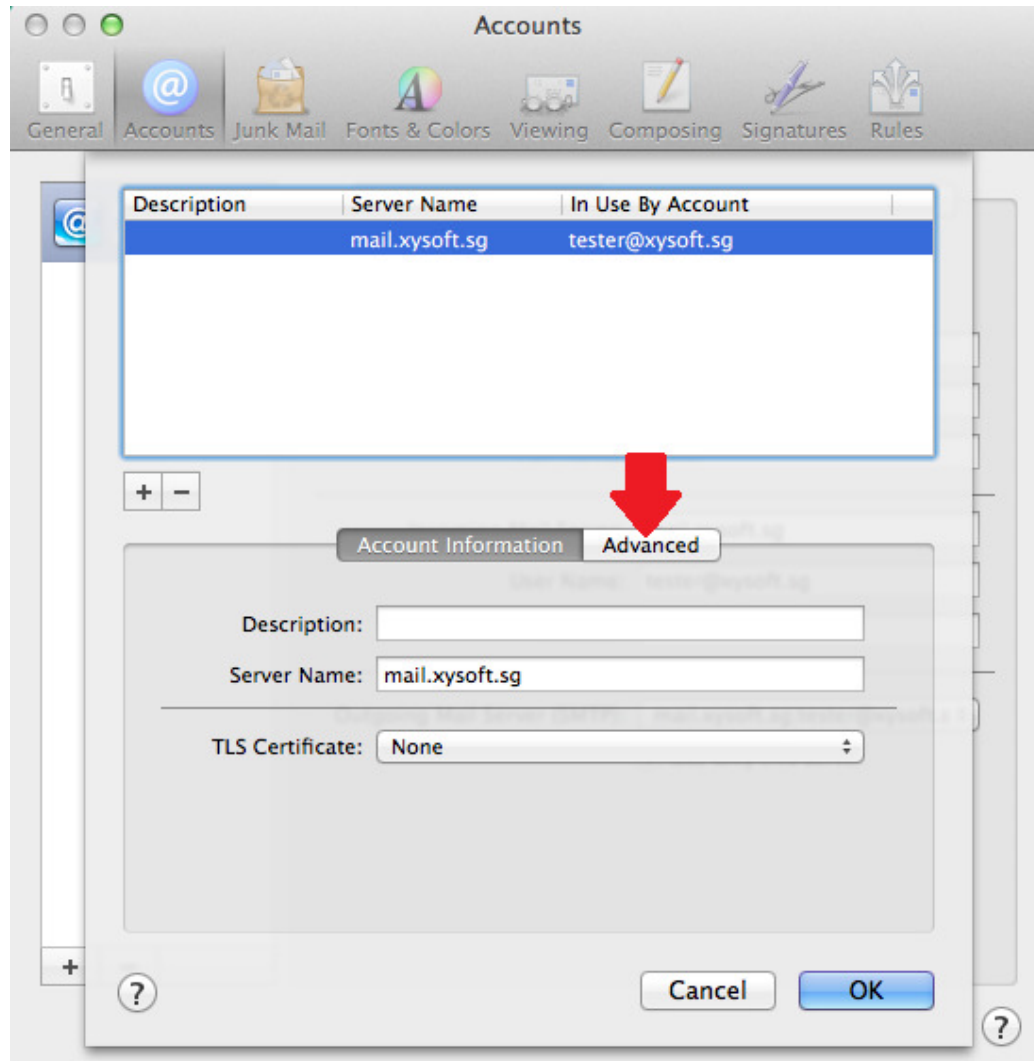
Next, you will see the account settings on the [Account Information] panel.

Step 9 : To edit the SMTP Server settings, click on the up down ⇕ arrow keys located at the right end of the textbox for [Outgoing Mail Server]. Next, click on [Edit SMTP Server List…].
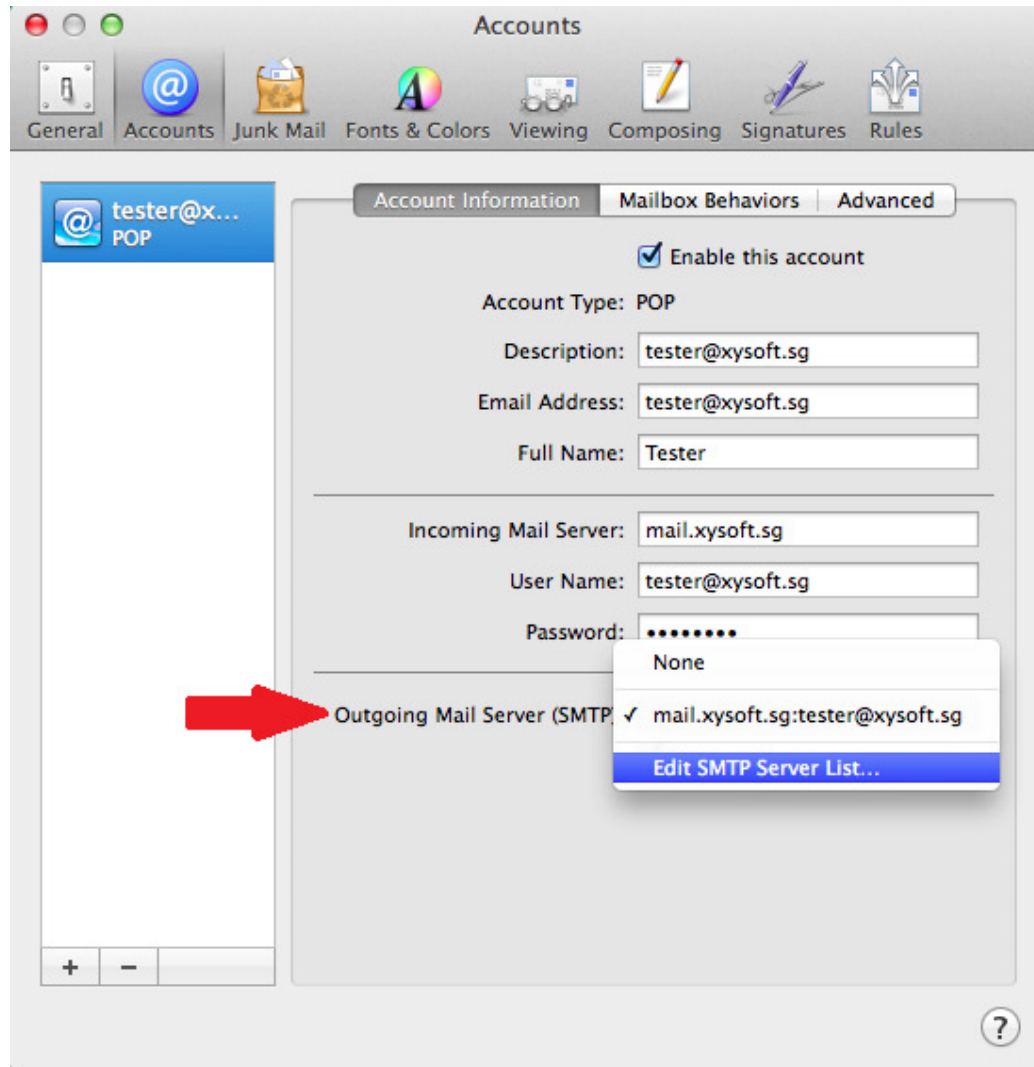
Next, you will see a panel showing the server settings.

Step 10 : Click on the [Advanced] tab to go to the next panel.

Step 11 : To configure the port number for outgoing (SMTP) server, choose and check the radio button next to [Use default ports (25, 465, 587)]. Next, click on the up down ⬍ arrow keys located at the right end of the textbox for [Authentication] and then choose [Password]. Enter the same username and password (your email and password) that was used for incoming server.
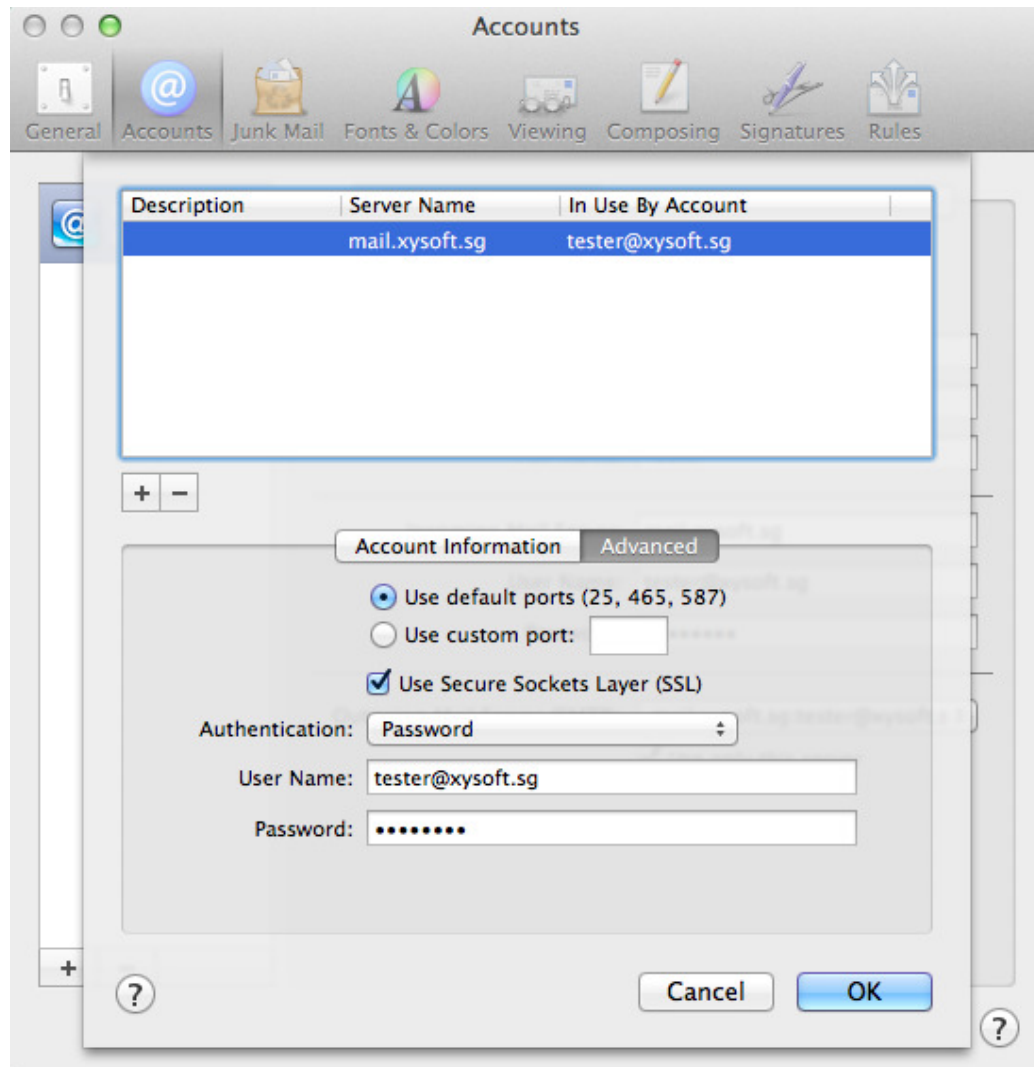
When the configuration is done, click [OK] to save the new settings.

Step 12 : To check / edit the settings for incoming server port, click on the
Advanced tab. Change the [Port] number to **995** for **POP** setting, and
993 for **IMAP** settings, if it is otherwise. Next, click on the up down ⬍
arrow keys located at the right end of the textbox for [Authentication] and
then choose [Password].
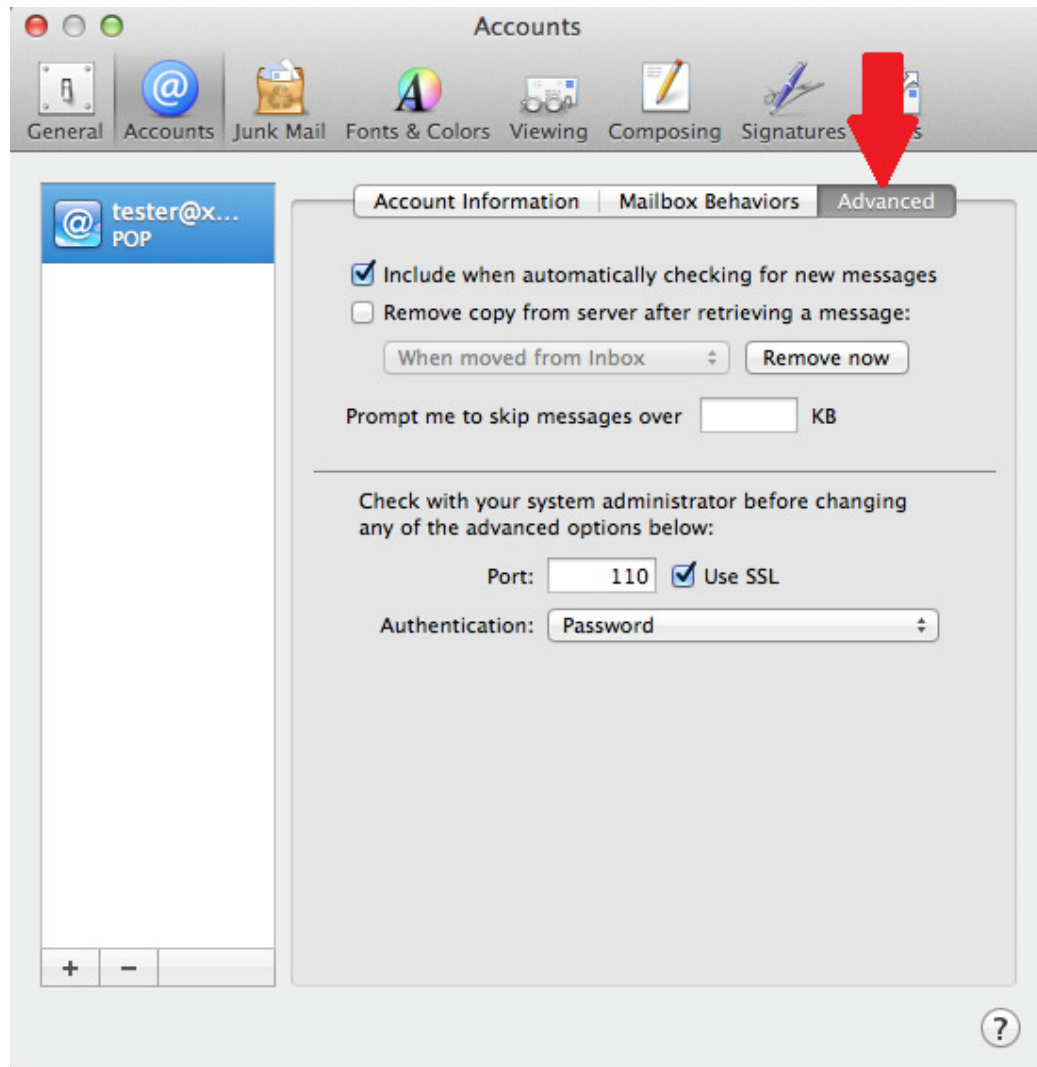
KEY INFORMATION

Your_Domain

[Enter domain name]

User Information

Your Name :   < Your Preference >

Email address : < Email Address >

Server Information

Incoming Mail (POP):   mail.[Domain name]

Outgoing Mail (SMTP): mail.[Domain name]

Logon Information

User Name :   < Email Address >

Default Password :   < will be sent via approved means>

POP3/POP settings

- Incoming mail server: mail.[Domain name]

- Incoming port number: 995

- Use SSL: ☑

- Outgoing mail server: mail.[Domain name]

- Outgoing port number: 465

- Use Secure Sockets Layer: ☑

IMAP settings

- Incoming mail server: mail.[Domain name]

- Incoming port number: 995 (with SSL)

- Use SSL: ☑

- Outgoing mail server: mail.[Domain name]

- Outgoing port number: 465

- Use Secure Sockets Layer: ☑

~ ~ ~ END OF DOCUMENT ~ ~ ~