Set Up IMAP - Mac® Mail

If you would like to learn more about the differences between POP and IMAP, please see the help topic, "POP vs. IMAP."
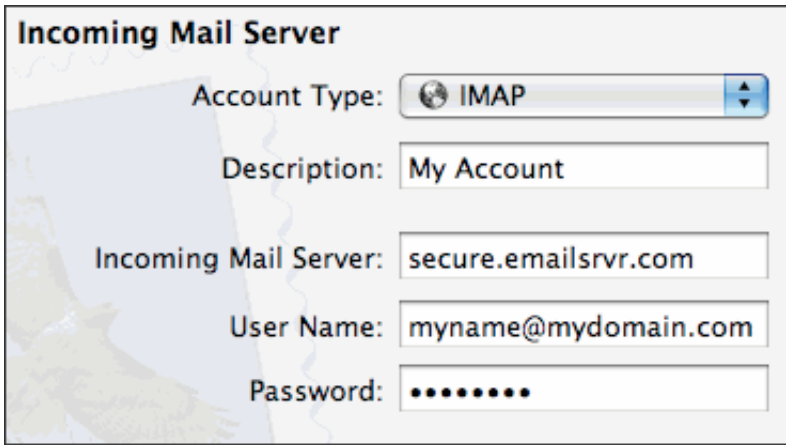
To set up Mac Mail for IMAP, perform the following steps:

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**.

Note: If your operating system is Tiger, click the **Continue** button, and select **IMAP** from the **Account Type** drop-down menu.

2. 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 and 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.

Note: If your internal system configurations require non-SSL ports, please see the "Email Server Settings" page for our full list of available servers and ports.

Incoming Mail Server

Account Type: ◉ IMAP

Description: My Account

Incoming Mail Server: secure.emailsrvr.com

User Name: myname@mydomain.com

Password: ••••••••

5. Click the **Continue** button and Mac Mail will now attempt to detect the incoming server settings. If the **Incoming Mail Security** window appears, do the following:

- Check the **Use Secure Sockets Layer (SSL)** box.

- In the **Authentication** drop-down menu, select **Password**.

- Click the **Continue** button.

6. 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.

Outgoing Mail Server

Description: (optional)

Outgoing Mail Server: secure.emailsrvr.com

☑ Use only this server

☑ Use Authentication

User Name: myname@mydomain.com

Password: ••••••••

7. Click the **Continue** button and 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.

- In the **Authentication** drop-down menu, select **Password**.

- Click the **Continue** button.

8. 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**, click the **Accounts** button, located at the top of the window and click once on your **IMAP** account, as it appears in the **Accounts** list.

2. Click the **Mailbox Behaviors** tab, clear all of the check boxes and close the **Accounts** window.

3. When prompted to save your changes, click the **Save** button.

4. 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.

5. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.