

# Mac Mail: Setup and Configuration

## Learning Guide

### Mac Mail: An Overview

**Mac Mail** is a powerful tool useful for simple, day-to-day tasks such as managing your e-mail or keeping track of your contacts.

| Using Mac Mail's... | You can...   |
|---------------------|--|
| Mail                | Send and receive e-mails                                       |
| Contacts            | Create lists of addresses, phone numbers, and e-mail addresses |

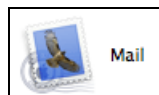
Mac Mail is a convenient way to manage one or more e-mail beyond what is typically offered by a web-based e-mail client. At Tufts, Mac Mail is used for maintaining a Trumpeter e-mail account.

| A ...                    | Has an email address that looks like...  |
|--------------------------|--|
| Trumpeter e-mail account | <a href="mailto:john.smith@tufts.edu">john.smith@tufts.edu</a> or <a href="mailto:jsmith01@trumpeter-store.tufts.edu">jsmith01@trumpeter-store.tufts.edu</a> |

### Configuring Mac Mail to Manage a Trumpeter Email Account

#### Launching Mac Mail

- From the **Applications** menu, double-click on the icon labeled **Mail**.

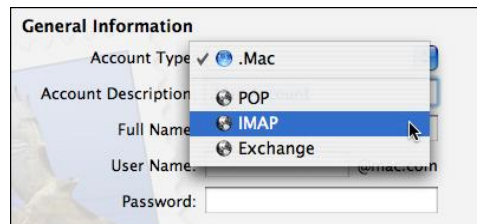


## Setting up a New Email Account

- The **New Account** window will appear.
- Click on the button labeled **Continue**.



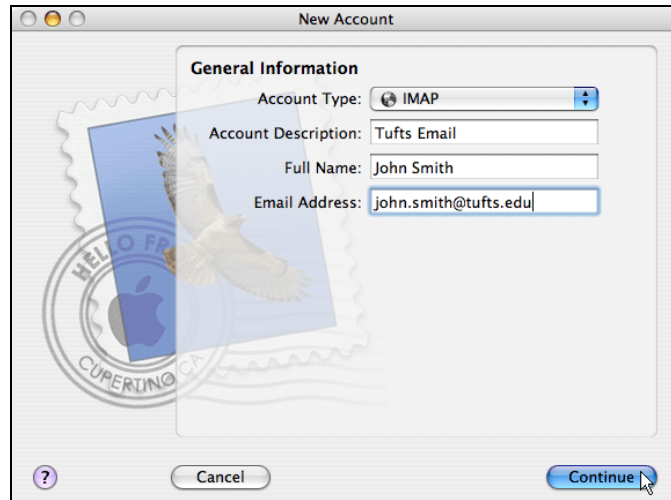
- The **General Information** window will appear.
- Click on the up and down-facing arrows located next to the box labeled **Account Type**.
- From the drop down menu that appears, select **IMAP**.



- Type the following information into the appropriate boxes.

| In the box labeled ... | Type ...   |
|------------------------|--|
| Account description    | Tufts Email  |
| Full name              | You full name  |
| Email Address          | Your Tufts email address (for example, John.Smith@tufts.edu) |

- Click on the button labeled **Continue**.



- The **Incoming Mail Server** window will appear.
- Type the following information into the appropriate boxes.

| In the box labeled ... | Type ...                                |
|------------------------|---|
| Incoming Mail Server   | imap.tufts.edu                          |
| User name              | Your Tufts UTLN (for example, jsmith01) |
| Password               | Your Trumpeter (email) password         |

- Click on the button labeled **Continue**.



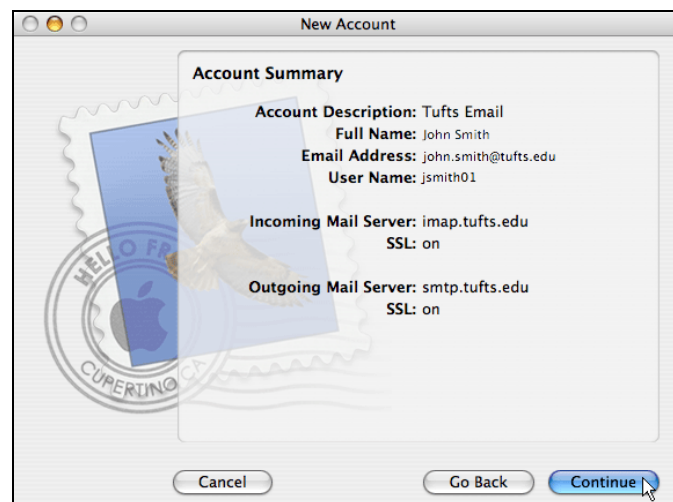
- The **Outgoing Mail Server** window will appear.
- Type the following information into the appropriate boxes.

| In the box labeled ... | Type ...                                |
|------------------------|---|
| Outgoing Mail Server   | smtp.tufts.edu                          |
| User name              | Your Tufts UTLN (for example, jsmith01) |
| Password               | Your Trumpeter (email) password         |

- Click to place a check-mark in the box labeled **Use Authentication**.
- Click on the button labeled **Continue**.



- The **Account Summary** window will appear.
- Confirm that the information listed is correct.
- Click the button labeled **Continue**.



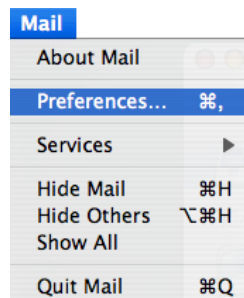
- The **Conclusion** window will appear.
- Click on the button labeled **Done**.



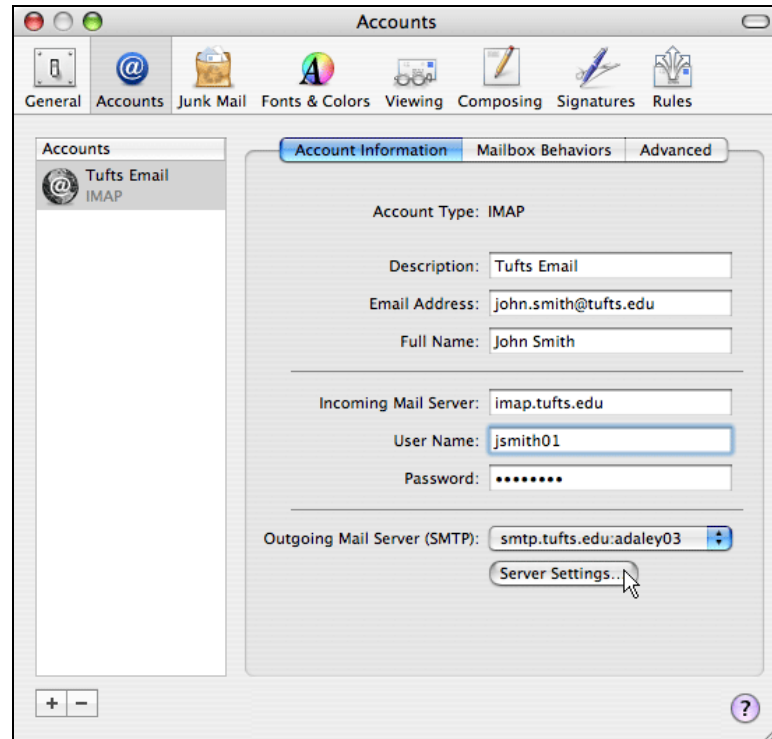
### Configuring Outgoing Email Server Settings

In order to check your email from both on and off campus, you must configure the outgoing email server settings.

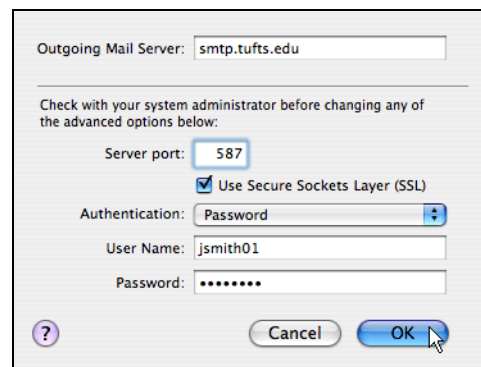
- From the **Mail** menu, select **Preferences**.



- The **Accounts** window will appear.
- Locate the **Outgoing Mail Server (SMTP)** area.
- Click on the button labeled **Server Settings**.



- In the box labeled **Server port** type **587**.
- Confirm that there is a check-mark in the box labeled **User Secure Sockets Layer (SSL)**.
- Click on the button labeled **OK**.



- Close the **Accounts** window.