



Configure an email account for Mac OS X



If OS X Mail is not already open, then click the "**Stamp Icon**", on the Dock Bar, to enter the Mail Setup.

A screenshot of the "Mail Setup" dialog box. The title bar reads "Mail Setup". On the left is a postage stamp icon. The main text says: "No configuration information has been entered for sending and receiving email. Please enter the following information. To quit Mail without setting up your email configuration, click the Quit button." Below this are several input fields: "Email Address:", "Incoming Mail Server:", "User Account ID:", "Password:", and "Outgoing (SMTP) Mail Server:". The "Mail Server Type" section has two radio buttons: "POP" (selected) and "IMAP". At the bottom right are two buttons: "Quit" and "OK".

The screen above comes up if no Accounts have been set up.

To configure the above screen:

Set the **Email Address** to **yourname@yourdomainname.co.uk**

Set the **Incoming Mail Server** to **uki.net**

Leave the **Mail Server Type** as **POP**

Make sure you enter your username and password in the **User Account ID** and **Password** fields. User names and passwords **are** case sensitive, so make sure the Caps Lock key is **off** as you enter this information.



Set the **Outgoing (SMTP) Mail Server** to your **ISP details** or **uki.net**

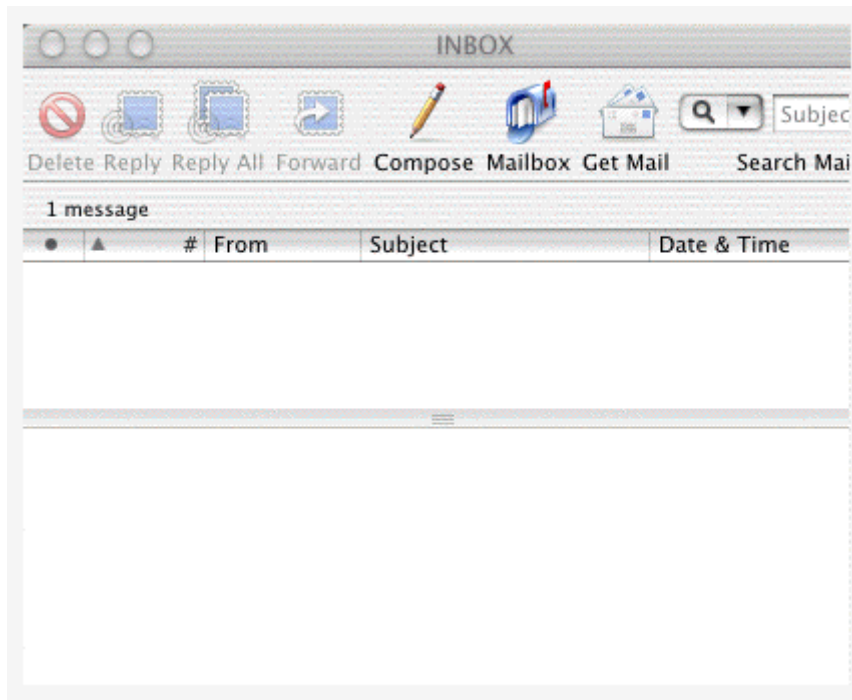
Click **Ok**.

You may get a window telling you **POP connection failed** and asking you if you want to continue.

Click **Continue**.

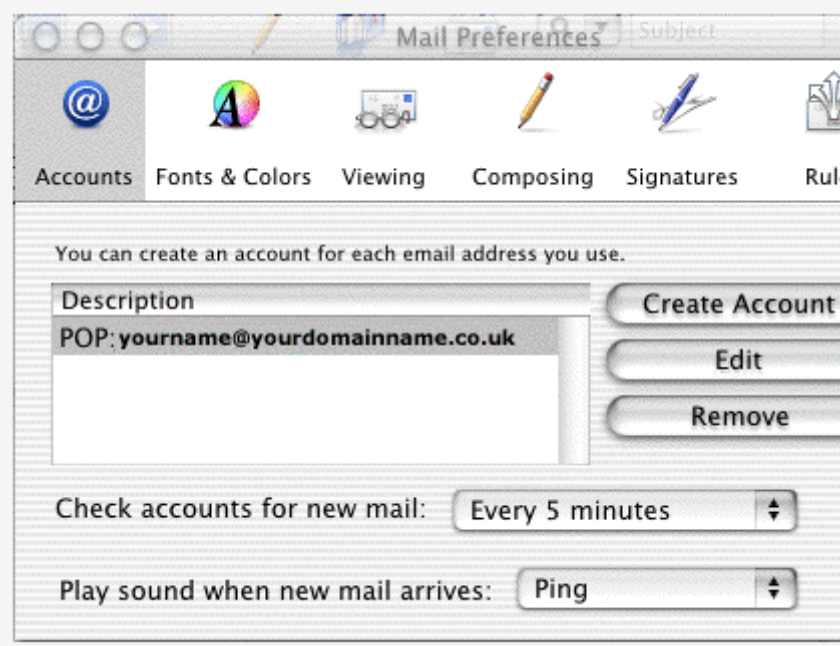
Click **Continue** again to a similar message regarding **SMTP connection failed**

You should now have OS X Mail in front of you as shown below.



If you wish, you can configure this new Account. If not, then you are now ready to use OS X Mail and your newly set up Account.

If you do wish to hone the Account settings, click **Mail** on the menu bar at the top of the page and then select **Preferences**.



If need be, click the **@ Icon**.

Click the Account that you have just created and click **Edit**.

A screenshot of a software dialog box for configuring an email account. The dialog has two tabs: 'Account Information' (selected) and 'Account Options'. The 'Account Information' tab contains several fields: 'Account Type' (a dropdown menu set to 'POP Account'), 'Description' (a text box with examples 'Work, Personal'), 'Email Address' (a text box with example 'steve@mac.com'), 'Full Name' (a text box with example 'Steve Smith'), 'Host name' (a text box with example 'mail.mac.com'), 'User name' (a text box with example 'steve'), 'Password' (a text box), 'SMTP Host' (a text box with example 'smtp.mac.com'), a checkbox for 'Use authentication when sending mail' (unchecked), 'SMTP User' (a text box with example 'steve'), and 'SMTP Password' (a text box). At the bottom right are 'Cancel' and 'OK' buttons.

The **Account Type** should be **POP Account**

The information you have for **Description**, **Email Address** and **Full Name** is your choice, but it is recommended that the **Email Address** be your own email address i.e. **yourname@yourdomainname.co.uk**

The **Host name** field should be **uki.net**

Make sure you have your username and password entered in the **User name** and **Password** fields. User names and passwords **are** case sensitive, so make sure the Caps Lock key is **off** if you need to enter this information.

The **SMTP Host** field should have your **ISP details** or **uki.net** entered.

Click on the **Account Options** Tab.



Account Information Account Options

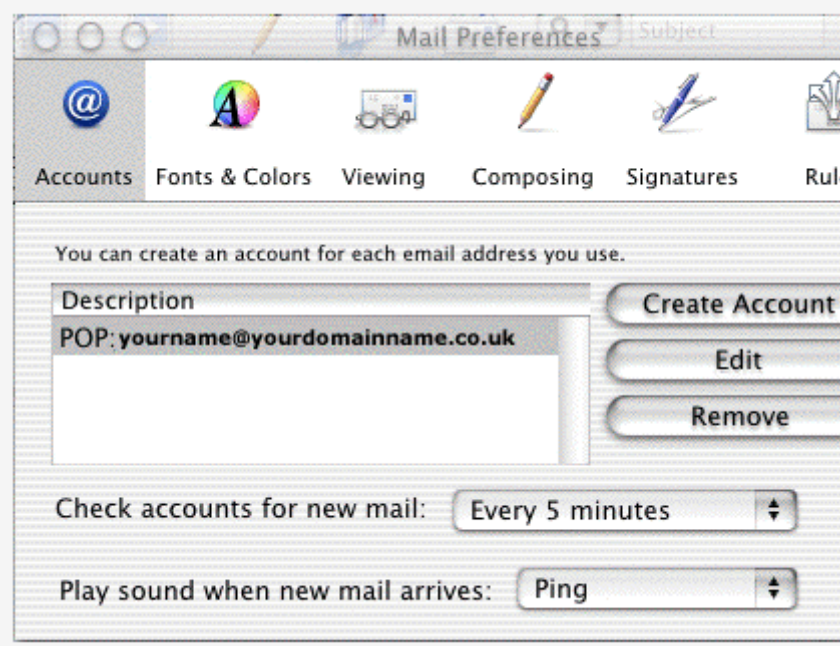
Enable this account
 Include this account when checking for new mail
 Delete messages on server after downloading
 Show this account separately in mailboxes drawer
 Download messages from this account into folder:
INBOX

Prompt me to skip messages over KB
Connect to server using port:
Account Directory: ~/Library/Mail/POP:yourname@yourdomainnam

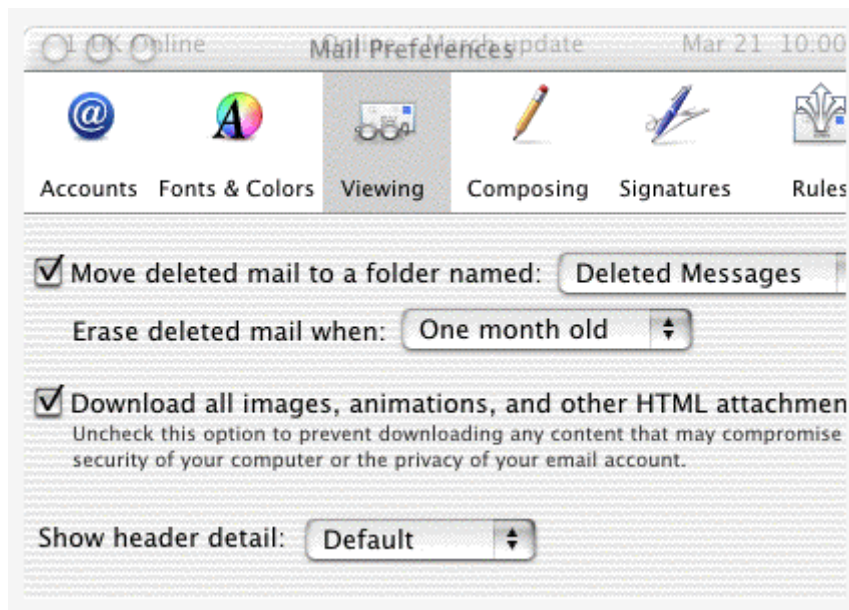
Cancel OK

The settings above are recommended, but **Connect to server using port** must be set to **110**.

Click **Ok** to bring you back to the **Accounts** screen.

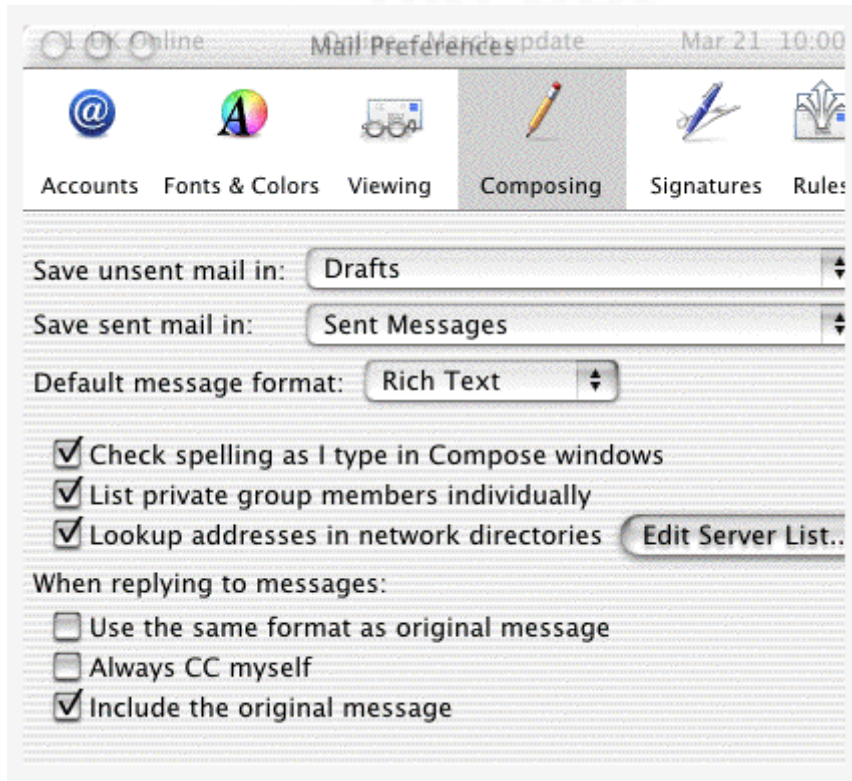


Click on the **Viewing** option



The normal settings for **Viewing** are shown above, but **Download all images, animations, and other HTML attachments** can be unchecked if your security situation requires it.

Click on the **Composing** option



The recommended settings are given above for your reference.

On the **Mail Preferences** heading bar, click the left most circle to close Preferences and return you to the **INBOX**.