



Email Configuration Guide

POP3 and IMAP

Apple Mail

Version 2.4

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1 Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

1. Username - You must enter your complete email address. (Example: `username@yourdomain.com`)
2. Password - This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

2 Server Settings

| Server Type | Server Name | Port |
|-----------------------|---------------------|------|
| POP | pop.yourdomain.net | 110 |
| POP with SSL | pop.yourdomain.net | 995 |
| IMAP | imap.yourdomain.net | 143 |
| IMAP with SSL | imap.yourdomain.net | 993 |
| SMTP | smtp.yourdomain.net | 25 |
| SMTP alternative port | smtp.yourdomain.net | 2525 |
| SMTP with SSL | smtp.yourdomain.net | 465 |

3 Setting up your email account

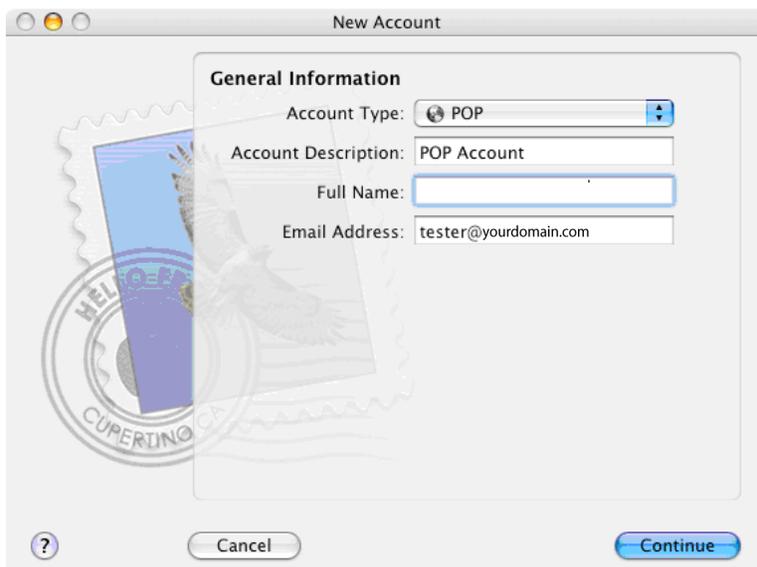
3.1 Step 1

1. Launch Mail (First time users will receive the Welcome to Mail window)
2. Click **Continue**



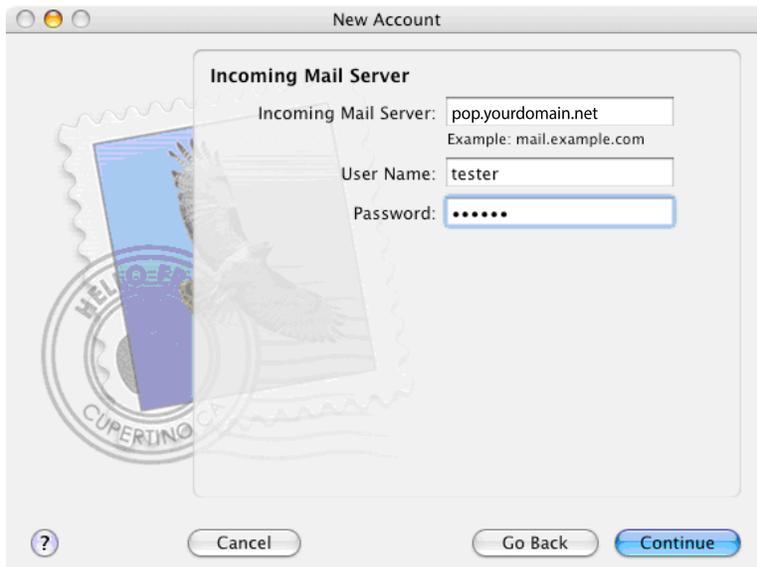
3.2 Step 2

1. Account type: **POP**
2. Account Description: **POP Account**
3. Full Name: **Enter First and Last name**
4. Email address: **enter email address**
5. **Continue**



3.3 Step 3

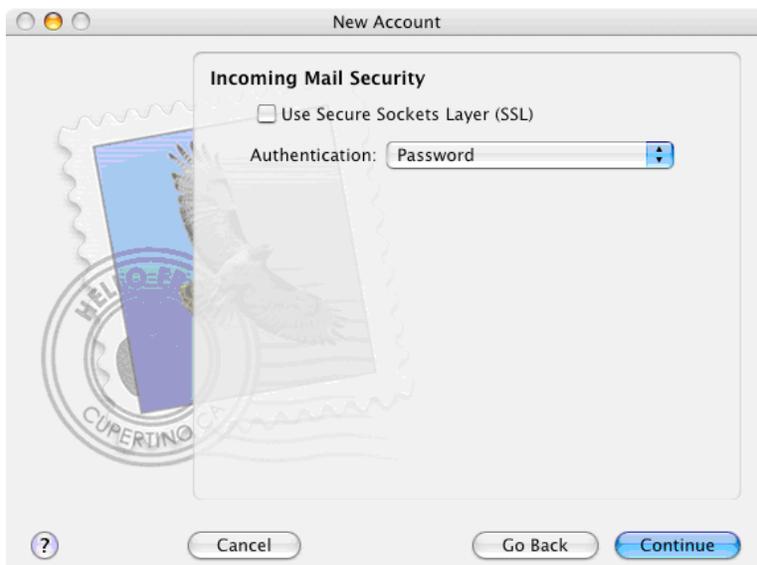
1. Incoming Mail Server: **pop.yourdomain.net**
2. User Name: **Enter full email address**
3. Password: **Your password to the Email address**
4. **Continue**



The screenshot shows a window titled "New Account" with a light gray background. On the left, there is a faint watermark of a postage stamp featuring an eagle and the text "HELPER CUPERTINO CA". The main content area is titled "Incoming Mail Server" and contains three input fields: "Incoming Mail Server:" with the value "pop.yourdomain.net" and a subtext "Example: mail.example.com"; "User Name:" with the value "tester"; and "Password:" with a masked password of six dots. At the bottom of the window, there are four buttons: a help button with a question mark, "Cancel", "Go Back", and "Continue".

3.4 Step 4

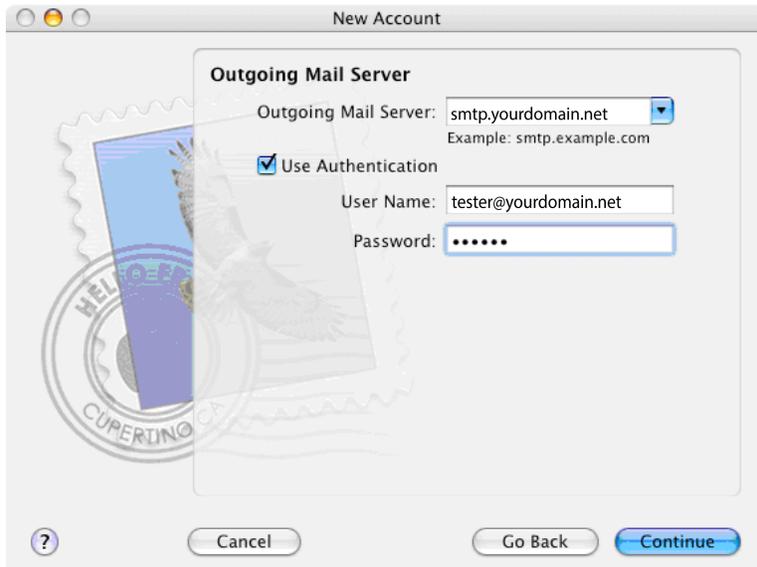
1. Authentication : Select **Password**
2. **Check** Use secure Sockets Layer (SSL) if required by your ISP or email provider
3. **Continue.**



The screenshot shows the same "New Account" window, now at the "Incoming Mail Security" step. The "Use Secure Sockets Layer (SSL)" checkbox is unchecked. The "Authentication:" dropdown menu is set to "Password". The background watermark and bottom buttons are the same as in the previous screenshot.

3.5 Step 5

1. Outgoing Mail Server: **smtp.yourdomain.net**
2. User Name: **Your full email address**
3. Password: **Your password to the Email address**
4. **Check** the box for Use Authentication
5. **Continue**



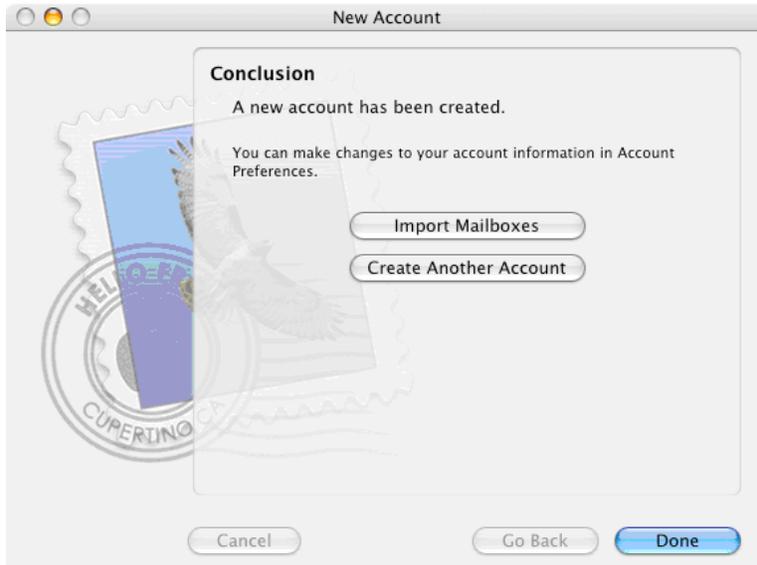
3.6 Step 6

1. **Confirm** your settings in the Account Summary window
2. **Continue**



Step 7

Your Account has been created! Click **Done** to close the setup wizard.



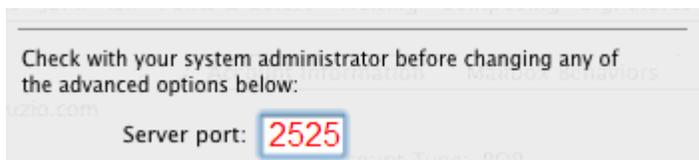
Changing Default SMTP Port

If your ISP is blocking port 25 (default SMTP Port) you will be required to use your domain's alternative SMTP port 2525. Open Mail. In the menu bar, choose Mail -> Preferences, and then click Accounts.

From the Accounts list, select your account, and then click the Account Information tab.

From the Outgoing Mail Server (SMTP) dropdown menu, choose your outgoing server. Click the Server Settings button.

Change the "Server port" to 2525.



Click on OK to save your settings.

4 Support

Contact your system administrator to provide you with assistance for your email service.

