Setting Up an IMAP Email Account

1. Open Mac Mail. If this is the first time that it has been used, it will start an email Setup Assistant. Otherwise, the new account Setup Assistant can be started by selecting File / Add Account... at the top of the screen.

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, right ahead of your email address. A company name can also be used, if you prefer.

    *   Email Address — Enter your entire email address (e.g., *myname@libertea.us*), using all lowercase letters.

    *   Password — Enter the password for this email address.

3. Click the Continue button to proceed to the next window.

4. Under Incoming Mail Server, do the following:

*   Account Type — Choose IMAP from the drop-down menu.

*   Description — Enter a phrase that will help you identify this account, such as Home, Work, and so forth.

*   Incoming Mail Server — Enter the IMAP server name: *imap.emailsrvr.com*

*   User Name — Enter your entire email address (e.g., *myname@libertea.us*), using all lowercase letters.

*   Password — This field should be populated with the password from the first screen. If not, enter the password for this email address.

5. Click the Continue button to proceed to the next window.

6. Mac Mail will now verify your address to make sure the settings are correct. If there's an error, recheck your information.

7. On the Incoming Mail Security page, check the box if you want to use Secure Sockets Layer (SSL). This is explained in more detail below. Leave Authentication as "Password."

Note: To use SSL the incoming and outgoing mail servers need to be: mail.libertea.us

8. Click the Continue button to proceed to the next window.

9. Under Outgoing Mail Server, enter the following information:

*   Description — This entry is optional. Use a phrase that will help you identify this account, such as Home, Work, and so forth.

*   Outgoing Mail Server — Enter the outgoing (SMTP) server: *mail.libertea.us*

*   Click the Use Authentication checkbox.

*   User Name — Enter your entire email address (e.g., *myname@libertea.us*), using all lowercase letters.

*   Password — Enter the password for your email account.

10. Click the Continue button to proceed to the next window.

11. On the Outgoing Mail Security page, check the box if you want to use Secure Sockets Layer (SSL). This is explained in more detail below. Leave Authentication as "Password."

Note: To use SSL the incoming and outgoing mail servers need to be: mail.libertea.us

12. Click the Continue button to proceed to the next window.

13. An Account Summary window will open. Click the Create button.

14. If you have more accounts to configure, just repeat the above steps.

Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages. It does not, however, secure your messages on their passage from your hosted email servers to other email servers. Before sending sensitive messages, you may want to confirm whether your recipient can receive secure mail.

1. Select Mail / Preferences.

2. Click the Accounts button, located at the top of the window.

3. Click once on your account, as it appears in the Accounts list.

To use the secure incoming mail server

1. In the Incoming Mail Server box, enter the secure server name: *mail.libertea.us*

2. Click the Advanced tab.

3. Check the Use SSL box.

4. The number in the Port box will change automatically. The secure IMAP server port is 993.

To use the secure outgoing mail server

1. Click the Account Information tab.

2. Click the drop-down menu on the Outgoing Mail Server (SMTP) box. Select Edit Server List...

3. Click the Account Information tab.

4. In the Server Name box, enter the secure server name: *mail.libertea.us*

5. Click the Advanced tab.

6. Check the Use Secure Sockets Layer (SSL) box.

7. Replace the default Server port with the secure port *465* or *587*.

8. Click the OK button.

4. Close the Accounts window.

5. When prompted to save your changes, click the Save 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.

2. Click the Accounts button, located at the top of the window.

3. Click once on your IMAP account, as it appears in the Accounts list.

4. Click the Mailbox Behaviors tab.

5. Uncheck all of the check boxes.

6. Close the Accounts window.

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

8. 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.

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

Checking for Mail Automatically

1. Select Mail / Preferences.

2. Click the General button.

3. Click the Check for new mail drop-down menu, and then indicate how often Mac Mail should check for new messages. Or, to turn this feature off, select Manually. The standard or default setting for Mac Mail is five minutes.

4. Make changes to other mail settings, as desired.

5. Close the Accounts window.

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