Set Up POP - Mac® Mail

To set up Mac Mail for POP, 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**.

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.

3. Click the **Continue** button and enter the following information:

   - Account Type—Select **POP** 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.

4. Click the **Continue** button and Mac Mail will then 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.

5. 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: ••••••••

5. 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.

7. When the setup process is done, you will see an **Account Summary** window that summarizes your connections. Click the **Create** button.

Leaving a Copy of Messages on the Server:

By default, when you download new messages using Mac Mail, your messages will remain on the hosted server for one week. After one week, they will be deleted from the server. This helps you to avoid exceeding your account's storage limits. Follow the directions below to make changes to the default settings.

1. Select **Mail** / **Preferences** and click once on your account, as it appears in the **Accounts** list.
2. Click the **Advanced** tab and select the **Remove copy from the server after retrieving a message** check box, if desired.
3. If you selected the check box, click the drop-down menu to indicate when Mac Mail should remove your mail from the server. Or you can indicate that Mac Mail should remove your mail from the server when you move it from the Inbox into another folder.
4. Close the **Accounts** window and click the **Save** button.