

Mail Client for Mac Tutorial

Welcome to the tutorial for Mail, the default mail client for Macs. This tutorial will teach you how to set up your USD account on the mail client which provides the following benefits:

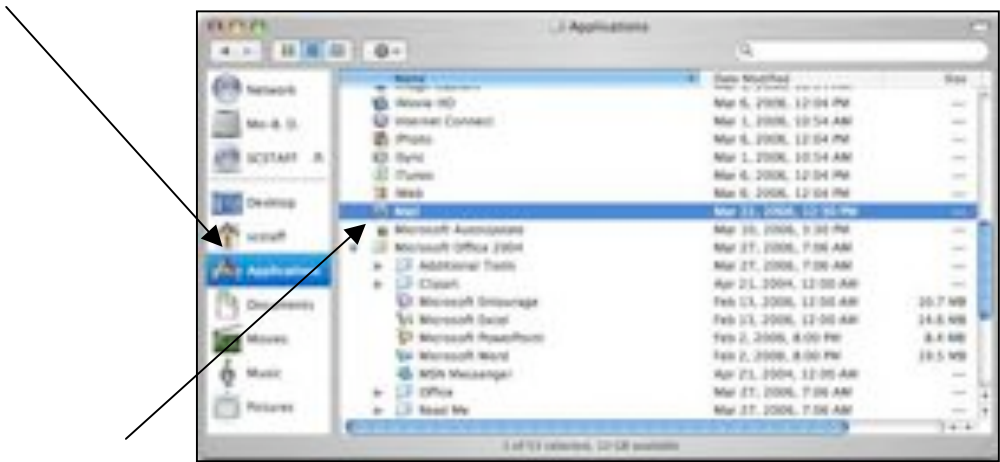
- faster download time of mail
- no Internet connection needed to access old, sent, or saved mail
- increased organization of mailboxes.

Help: If you have any questions or need assistance setting up Mac Mail, please contact the University's Tech Support Center at 619-260 7900 or visit us in the Hahn University Center, 117, (adjacent to the Torero Grill), Monday – Thursday, 7:00 a.m. – 7:00 p.m. and Friday, 7:00 a.m.- 5:00 p.m.

1. Open Finder in the Dock



2. Click on Applications to open the application folder

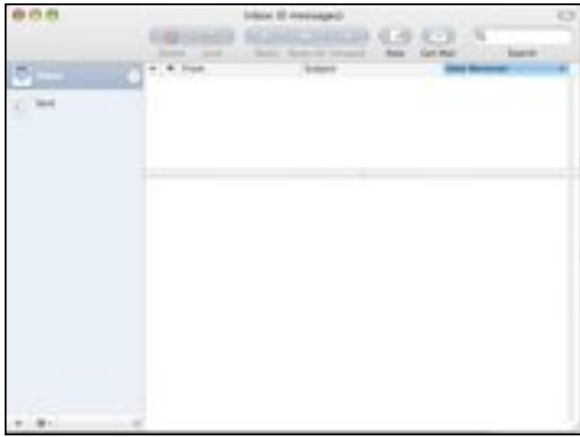


then click on Mail to start the client

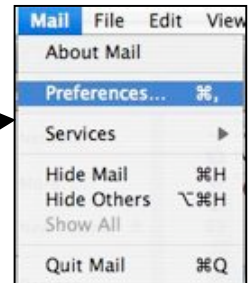
3. Once Mail is selected, its icon will appear in the Dock



and it will open on the desktop, looking like this:



4. To setup your account, go to Mail: Preferences, up at the top left corner.



5. When opened, this window will pop up.



6. Click on the Accounts button.



7. The Accounts window will look something like this.



8. Click on the + button at the bottom left of the window.



9. Under Account type, select POP.



10. The Account Description should read POP account. In the field marked Full Name, input your name. In the e-mail address field, enter your USD e-mail address. Continue.



11. The next window requires you to enter the Incoming Mail Server. Type in pop.sandiego.edu. In the User Name field, enter your USD username (your USD e-mail without the sandiego.edu on the end) and your USD password. Continue.



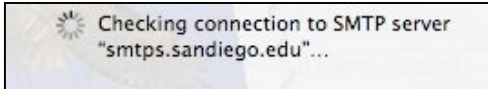
12. The next window will ask if you want to use Secure Sockets Layer. This is not a required option, so do not check the box. Continue.



13. Now you have to input the Outgoing Mail Server. In the box, type smtps.sandiego.edu. *Don't forget to check the box marked Use Authentication.* Input the same username and password used earlier in the tutorial. Continue.



14. Text will show up in the window telling you the Client is connecting to the server. Please be patient and wait for Mail to finish connecting.



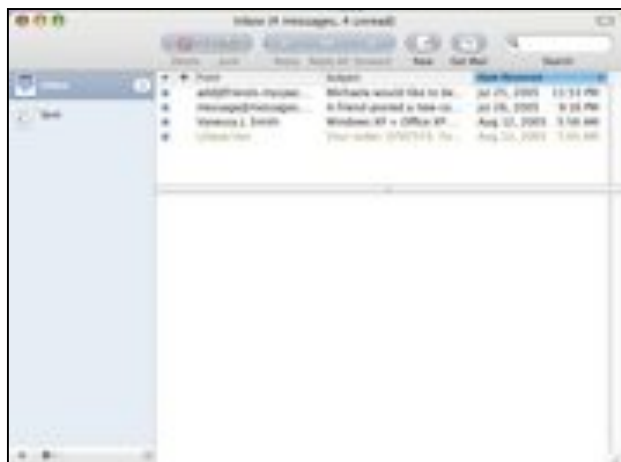
15. Once the server has been found and connected, the account summary window will open. Check the settings and make sure everything is correct. Continue.



16. At this point, you have completed setup of Mail. Do not worry about importing mailboxes, and if you would like to set up another account you can do so by clicking Create Another Account. If you are satisfied with what you have completed, click Done.



17. Give Mail a few seconds to load, and soon your mail from your USD inbox will appear in the inbox for mail!



Enjoy using Apple Mail!