

How to Set Up Mail for Mac OS X (10.2) to Send and Receive Email

- **Operating System(s):** Mac OS X
- **Application:** Apple Mail
- **Application Version(s):** 1.2

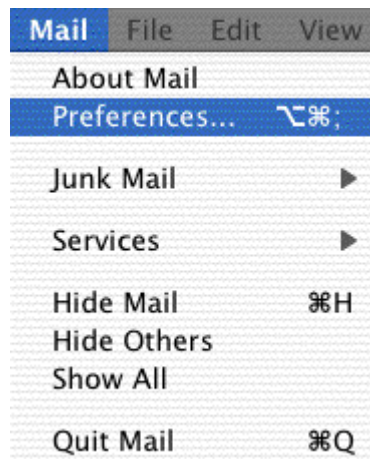
Follow the steps below to configure Mail for Mac OS X (10.2) to send and receive email.

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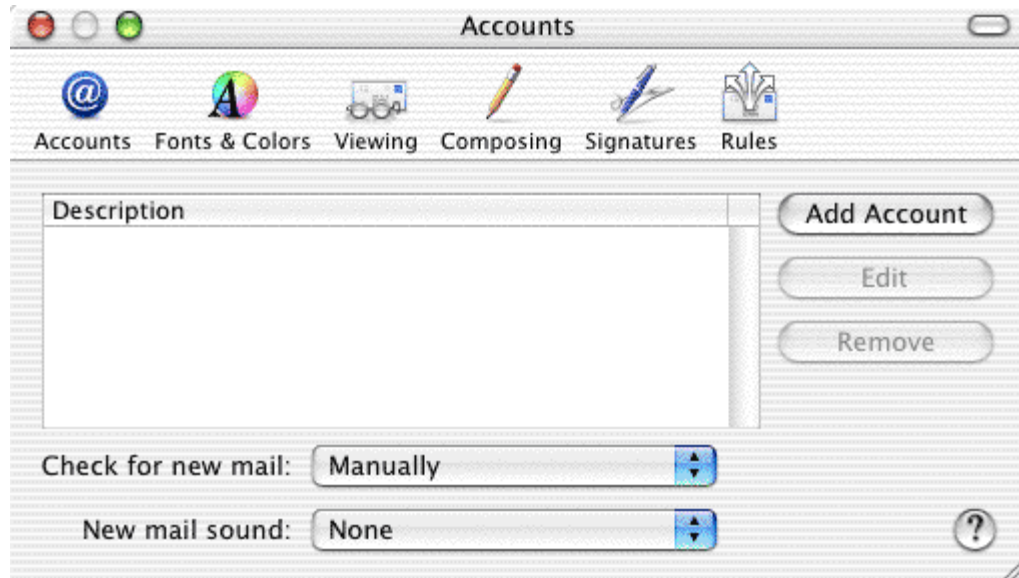
1. You will need your email server settings to set up your email program. Print or write down the information that is displayed for use during this walkthrough.
2. Open **Mail**.



3. From the **Mail** menu, choose **Preferences**.



4. Click the **Add Account** button.



5. Click on the **Account Information** tab.
6. Click the arrow box on the **Account Type** pop-up list and choose **POP**.
7. In the **Description** field, type your full email address (e.g., sample@yourdomain.com).
8. In the **Email Address** field, type your full email address (e.g., sample@yourdomain.com).
9. In the **Full Name** field, type your name.
10. In the **Incoming Mail Server** field, type your Incoming mail server (POP) as **luna.htg.net**.
11. In the **User Name** field, type your full email address (e.g., sample@yourdomain.com).
12. In the **Password** field, type your email password.

Note: Your password is case sensitive! Make sure CAPS LOCK is off when typing it.

The image shows a dialog box for configuring an email account. It has three tabs at the top: "Account Information" (selected), "Special Mailboxes", and "Advanced". The "Account Information" tab contains the following fields:

- Account Type:** A dropdown menu set to "POP".
- Description:** A text box containing "sample@yourdomain.com".
- Email Address:** A text box containing "sample@yourdomain.com".
- Full Name:** A text box containing "Your Name".
- Incoming Mail Server:** A text box containing "luna.htg.net".
- User Name:** A text box containing "sample@yourdomain.com".
- Password:** A text box containing seven dots, indicating a masked password.
- Outgoing Mail Server:** A dropdown menu set to "luna.htg.net".

At the bottom of the dialog box, there are three buttons: "Options...", "Cancel", and "OK".

13. Click the arrow box on the **Outgoing Mail Server** pop-up list and choose **Add server**.

The image shows a dialog box for configuring an email account. It has three tabs: 'Account Information', 'Special Mailboxes', and 'Advanced'. The 'Account Information' tab is active. The fields are as follows:

- Account Type: POP
- Description: sample@yourdomain.com
- Email Address: sample@yourdomain.com
- Full Name: Your Name
- Incoming Mail Server: luna.htg.net
- User Name: sample@yourdomain.com
- Password: [masked]
- Outgoing Mail Server: None (selected in a dropdown menu)

At the bottom of the dialog, there are 'Cancel' and 'OK' buttons. A dropdown menu is open for the 'Outgoing Mail Server' field, showing 'None' with a checkmark and an 'Add Server...' option.

14. In the **Outgoing Mail Server** field, type **luna.htg.net**.
15. Enter '110' in the box next to '**Server Port:**.' (Check your firewall settings if necessary to enable that port.)"
16. Click the arrow box on the **Authentication** pop-up list and choose **Password**.
17. In the **User Name** field, type your full email address (e.g., sample@yourdomain.com).
18. In the **Password** field, type your password.
19. Click the **OK** button.

SMTP Server Options

Outgoing Mail Server: luna.htg.net

Check with your system administrator before changing any of the advanced options below:

Server port: 110

Use Secure Sockets Layer (SSL)

Authentication: Password

User Name: sample@yourdomain.com

Password:

20. Click the **OK** button.

Account Information Special Mailboxes Advanced

Account Type: POP

Description: sample@yourdomain.com

Email Address: sample@yourdomain.com

Full Name: Your Name

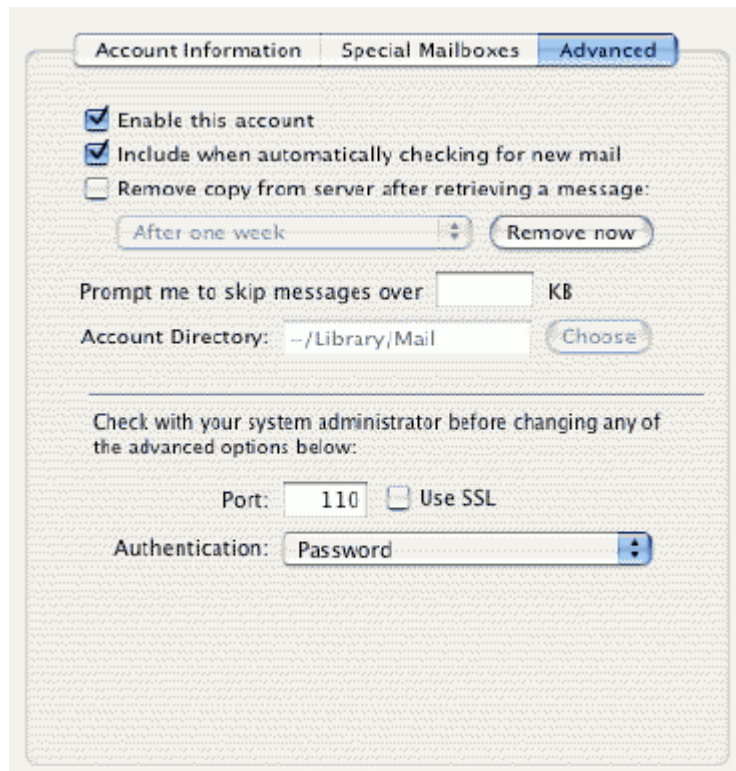
Incoming Mail Server: luna.htg.net

User Name: sample@yourdomain.com

Password:

Outgoing Mail Server: luna.htg.net

21. **Optional:** If you would like to also use webmail to check your e-mail, click the **Advanced** tab, then uncheck the box for **Remove copy from server after retrieving a message**



22. Close the **Accounts** window.

