

Setting Up Mail on Mac for OS X 10.6.x – 10.9.x for IMAP

Follow these steps to set up Mail for Mac OS X to access your UCSD email account using Internet Message Access Protocol (IMAP).

Before you start, you need your:

Username and Password of your email address

1. Open Apple Mail

- Open Mail from your dock or open the program from the Applications folder.



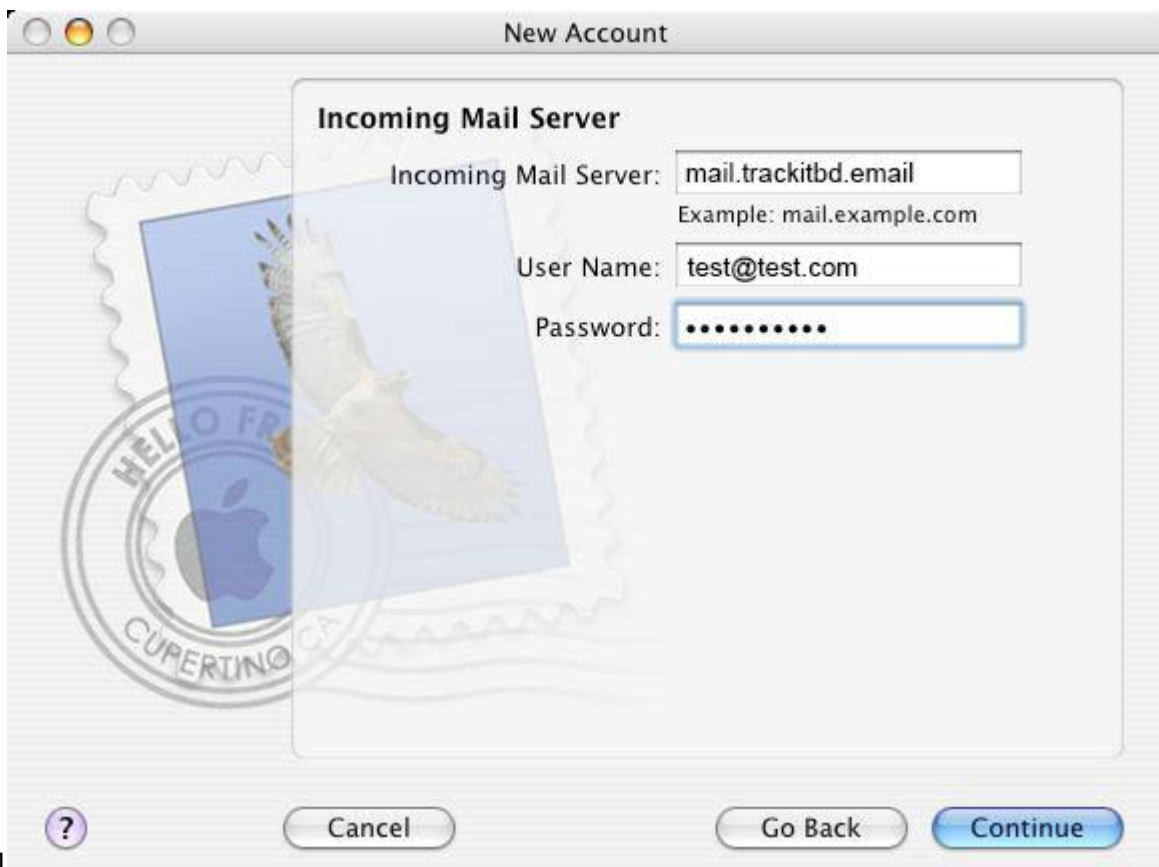
2. Enter General Information

- The Mail Setup window appears the first time you set up Mail.
 - **Note:** For Mac OS 10.6.x, enter your full name, email address, and Trackmail username and password at this step. If "searching for mail servers..." takes more than a minute, click **Cancel**, and then click **Continue**.
- Select **IMAP** as your Account Type.
- Enter the name you want to call the account in the Account Description field.
- Enter your **Full Name** and **Email Address** in their relevant fields.
- Click **Continue**.



3. Enter incoming server information.

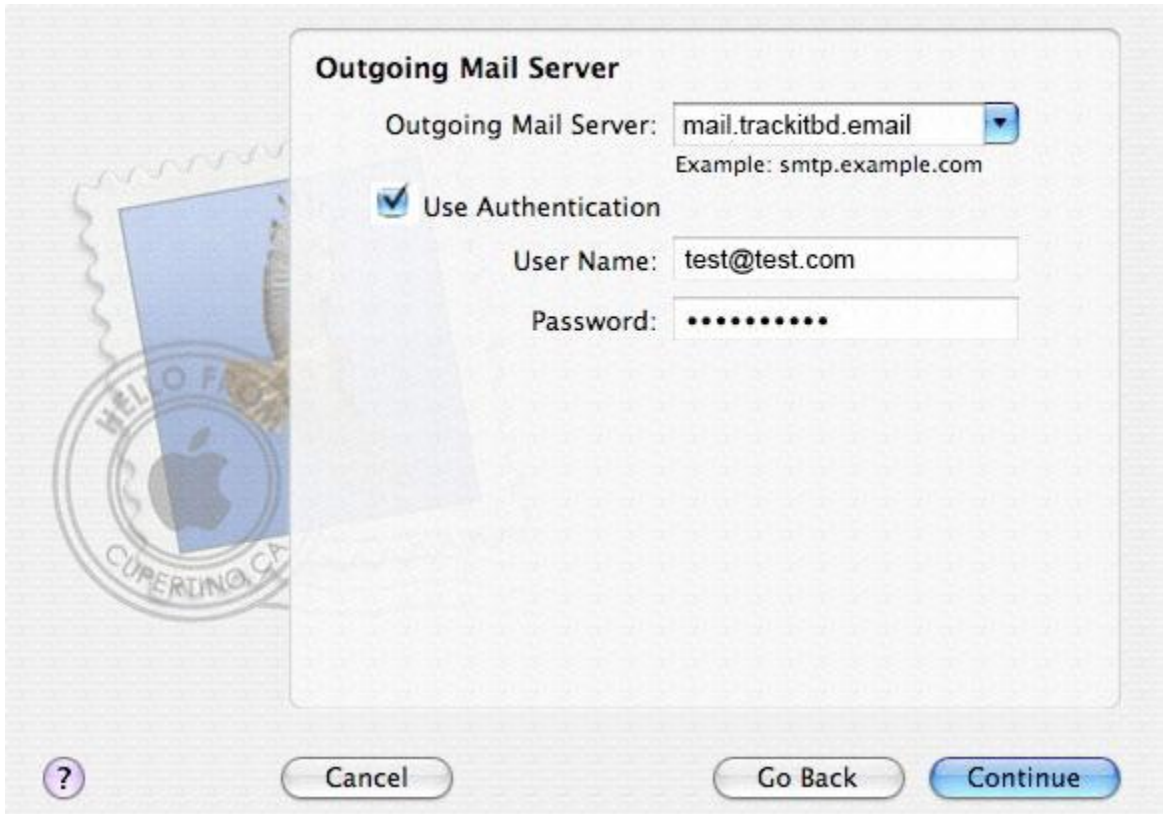
- Enter **mail.trackitbd.email** in the Incoming Mail Server field.
 - **Note:** For Mac OS 10.6.x, also choose **IMAP** for Account Type, and enter a description for this account.
- Enter your **Trackmail** User Name (full email address) and Password in the relevant fields.
- Click **Continue**. Mail connects to the incoming mail server to verify your settings.



1

4. Enter outgoing server information

- Select **mail.trackitbd.email** from the Outgoing Mail Server (SMTP) drop-down menu.
- Check **Use Authentication**, and enter your **TrackMail** username and password.
- Click **Continue**.




Outgoing Mail Server

Outgoing Mail Server: 
Example: smtp.example.com

Use Authentication

User Name:

Password:





5. Finish mail setup.

- Verify your information in the Account Summary window.
- Click **Continue**.



6. Open preferences.

- Select **Preferences** from the main Mail menu.



7. Enter advanced settings.

- Select **Accounts**.
- Select the account you wish to modify from the Accounts list.
- Click the **Advanced** tab.
- Select **Enable this account**, if not already selected.
- Leave the rest of the fields at their default settings.



8. Configure SSL for send and receive.

- Select **Preferences** from the main Mail menu. With SSL, your computer communicates with UCSD's mail server over an encrypted channel.
- Select the account you wish to modify from the Accounts list.
- Click the **Advanced** tab.
- Click **Use SSL**. The port number changes automatically from 143 to **993**.
- Set the Authentication field to **Password**.

