

Set up Mac Mail to get your my.whitworth.edu e-mail

Leopard

Snow Leopard

Leopard:

1. Open Mail, and then do one of the following:
 - If you've never set up any e-mail accounts using Mail, the **Welcome to Mail** page appears. Go to step 2.
 - If you've already created e-mail accounts using Mail, on the **Mail** menu, click **Preferences**. On the **Accounts** tab, click the plus sign (+) at the bottom of the navigation pane to open the **Add Account** window.
2. On the **Welcome to Mail** or **Add Account** window:
 - a. In the **Full Name** box, enter the name you want to display to people you send e-mail to.
 - b. In the **Email Address** box, enter your primary e-mail address.
 - c. In the **Password** box, enter the password for your Outlook Live account, and then click **Continue**.

In the **Incoming Mail Server** window, enter the following:

 - Next to **Account Type**, select **POP** or **IMAP**. You might want to use IMAP because it supports more features.
 - a. In the **Description** box, enter a name that will remind you what this e-mail account is for.
 - b. In the **Incoming Mail Server** box, enter the IMAP4 or POP3 server name. If you access your e-mail account online using the outlook.com Web site, enter **outlook.com** for the POP or IMAP server name.
 - c. In the **User Name** box, enter your primary e-mail address.
 - d. In the **Password** box, enter the password for e-mail account if it's not already shown in that field.
 - e. Click **Continue**. Mail will test your connection to the incoming server using default settings.

Note:

If the test isn't successful, click **Continue** again. You can verify your settings after you complete this procedure.

If the **Incoming Mail Security** box appears, select **Use Secure Sockets Layer (SSL)**, and then click **Continue**.

In the **Outgoing Mail Server** window, do the following:

- . In the **Description** box, enter the name for this mail server, for example, "Outlook sending server".
- a. In the **Outgoing Mail Server** box, enter the SMTP server name. If you access your e-mail account online using the outlook.com Web site, you can find the SMTP server name by signing in to your e-mail account at the following address: <https://pod51000.outlook.com/owa>. After you sign in successfully, the address you entered will resolve to an address that contains the SMTP server name you need to use. For example, if the address resolves to **https://pod51005.outlook.com/owa**, enter **pod51005.outlook.com** for the SMTP server name.
- b. Make sure the **Use only this server** check box is selected.
- c. Select the **Use Authentication** check box. In the **User Name** box, enter your e-mail address. In the **Password** box, enter your password. Click **Continue**.
- d. Click **Continue**. Mail will test your connection to the outgoing mail server using default settings.

 **Note:**

If the test isn't successful, click **Continue** again. You can verify your settings at the end of this procedure.

If the **Outgoing Mail Security** box appears, select **Use Secure Sockets Layer (SSL)**, and then click **Continue**.

If you're using IMAP4, in the **Account Summary** box, make sure the **Take Account online** check box is selected, and then click **Create**.

If you're using POP3, we recommend that you set up your client to keep a copy of the messages that you retrieve to your local computer on the server. This lets you access your messages from a different mail programs. To keep a copy of these messages on the server, do the following:

- . In the **Account Summary** box, make sure the **Take Account online** check box isn't selected, and then click **Create**.
- a. In Mail, on the **Mail** menu, click **Preferences**.
- b. On the **Accounts** tab, in the navigation pane, select the account you want.
- c. In the right pane, click **Advanced**.
- d. Clear the **Remove copy from server after retrieving a message** check box, and then close the **Accounts** window.

If you don't want Mail to keep a copy of your messages on the server, select the **Take account online** check box, and then click **Create**.

Snow Leopard:

1. Go to Mail -> Preferences.
2. Add a new account.
3. Choose "Exchange" for the account type.
4. Enter your full e-mail address as the username.
(Example: astudent@my.whitworth.edu)
5. Enter outlook.com for the server name.