

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

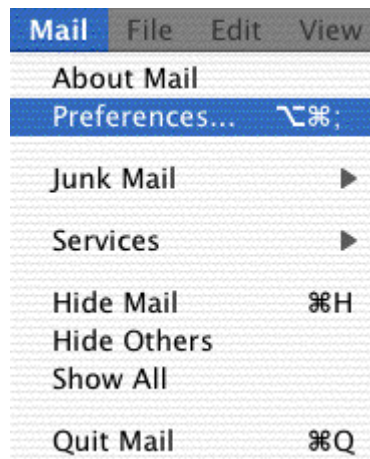
Follow the steps below to configure Mail for Mac OS X (10.2) to send and receive email.

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

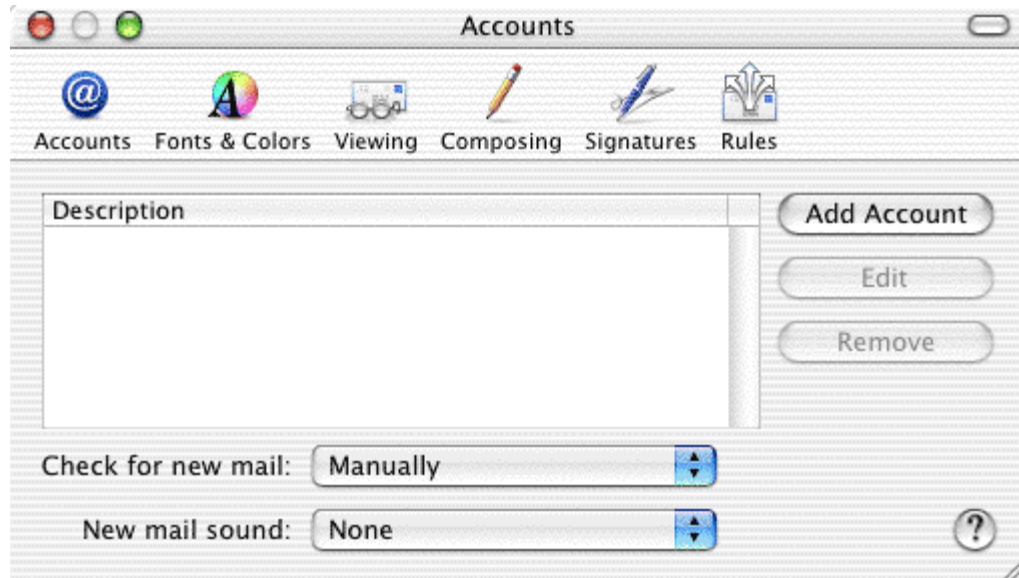
1. You will need your email server settings to set up your email program. Print or write down the information that is displayed for use during this walkthrough.
2. Open **Mail**.



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.

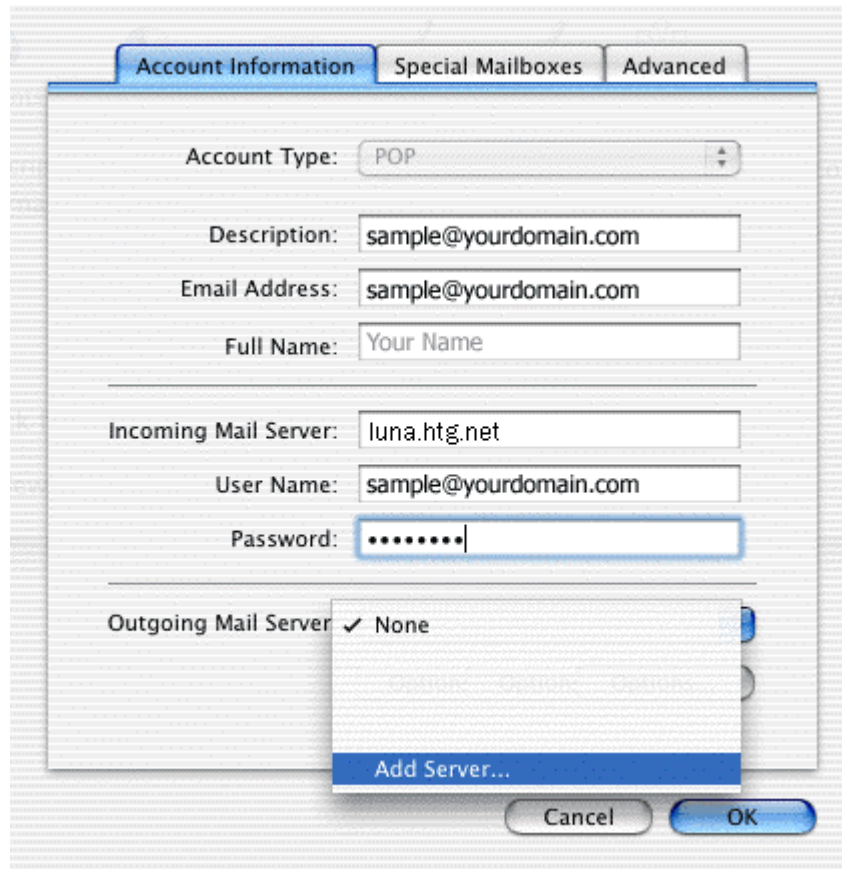
Note: Your password is case sensitive! Make sure CAPS LOCK is off when typing it.

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 right 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**.



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

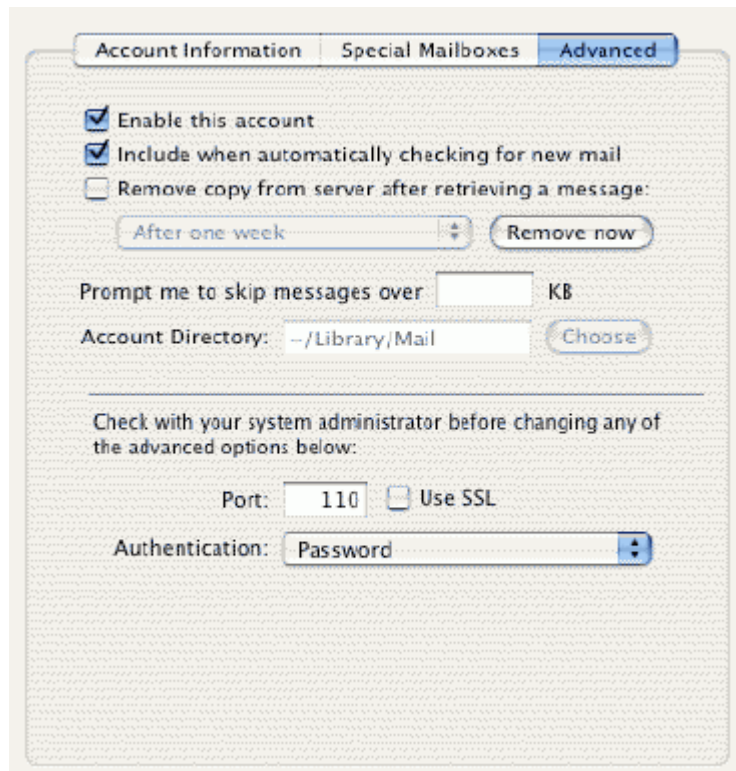
Incoming Mail Server: luna.htg.net

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.

