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# Configuring Apple Mail for Your PhD E-Mail Account

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Revision v1.0.0

Revision History  
2006-02-27  
Initial Release

MRJ

This tutorial explains how to use Apple Mail to connect to your e-mail account at PhD Computing.

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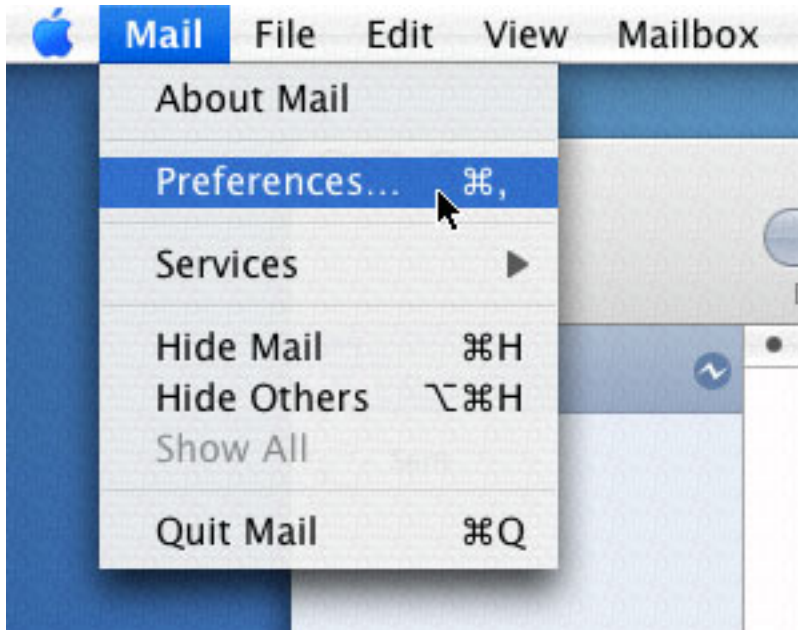
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# 1. Configuring Apple Mail for E-Mail

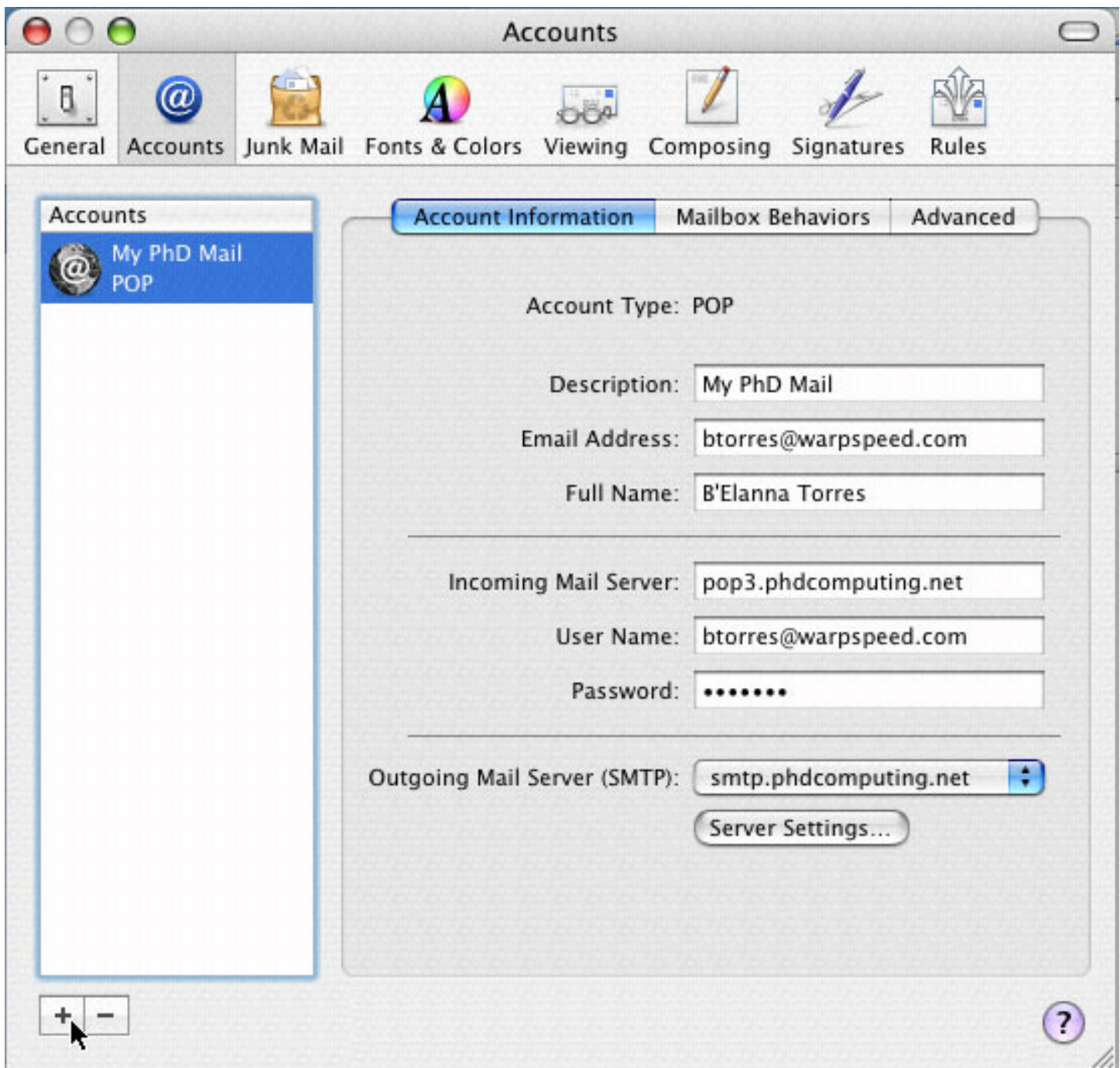
## 1.1. Adding a New Mail Account to Apple Mail

If you have never configured Apple Mail for an e-mail account before, you can skip to the next section.

Once Apple Mail has started, and you are at the main screen, select the Preferences option from the Mail menu.



At the Window that appears, you will want to click the + button at the very bottom left under the account list.



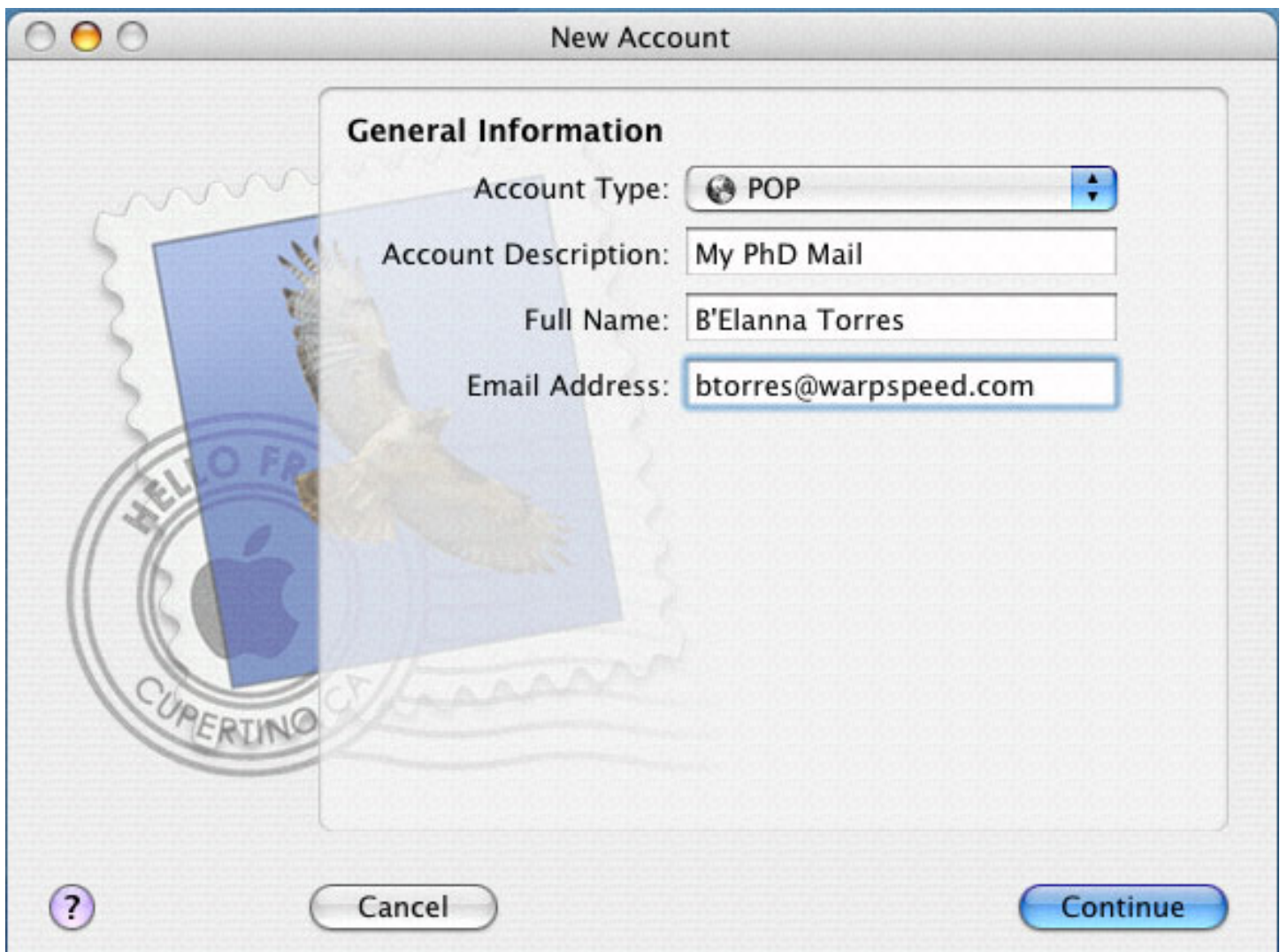
## 1.2. Adding Your E-Mail Account

If this is the first time you are configuring Apple Mail, you will see the following screen, simply click on Continue to get to the next step. If you are adding an account, you will already be at the next screen.

Configuring Apple Mail for Your  
PhD E-Mail Account



The next screen will ask for the type of account, what to call your e-mail account, your name, and your e-mail address. The type of account you want to choose is POP. To help avoid detection as spam, it is recommended that you do not use symbols such as "@" in your name.



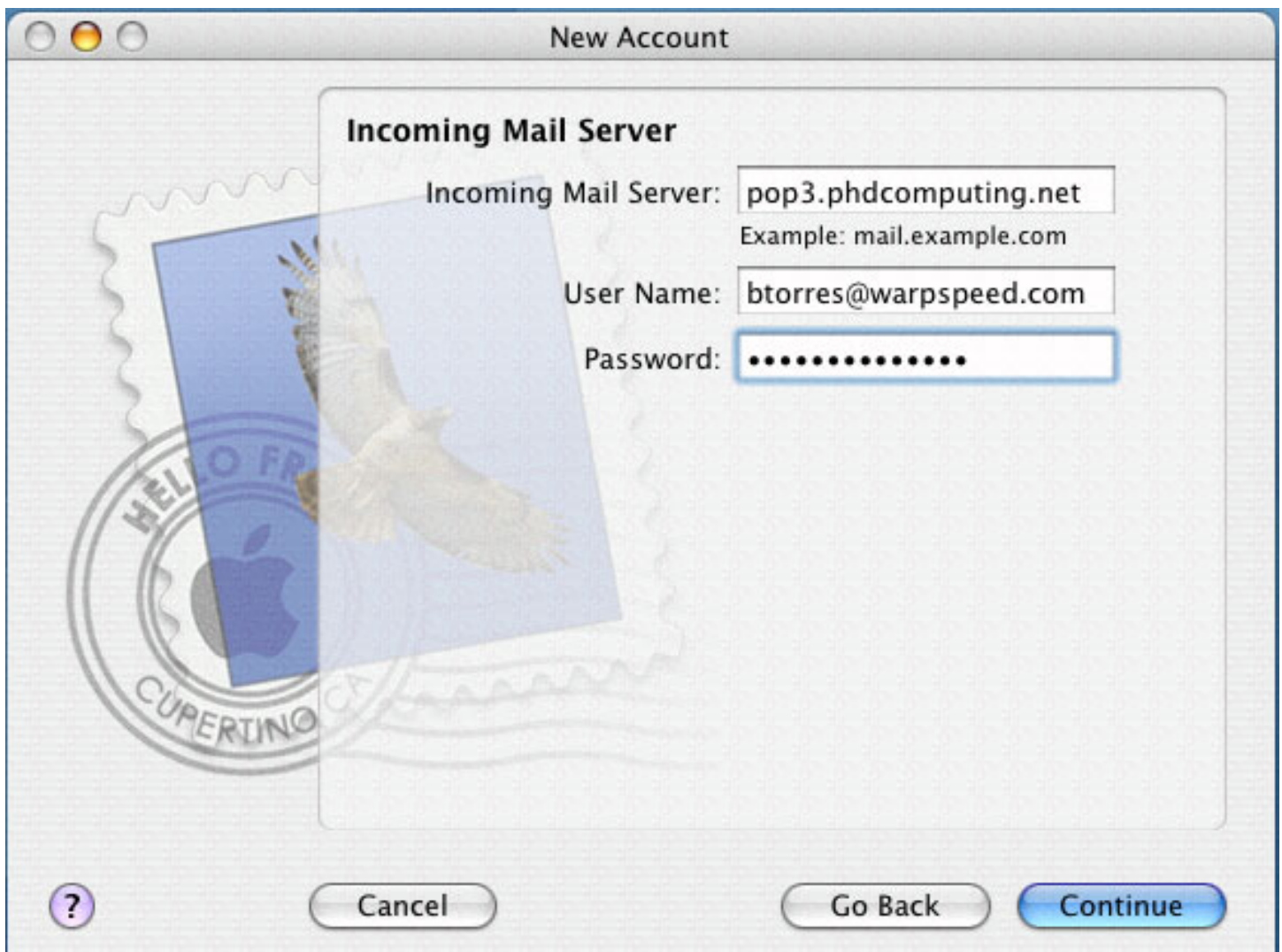
You will now be asked to enter the incoming server name and your login information. Set the Incoming Mail Server to **pop3.phdcomputing.net**. Please use your full e-mail address as your User Name.



**Note**

Your user name must be your full e-mail address or you will get login errors

Configuring Apple Mail for Your  
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Apple Mail will now ask you to select your outgoing mail server. Set the Outgoing Mail Server to **smtp.phdcomputing.net**. Make sure Use Authentication is unchecked.

Configuring Apple Mail for Your  
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The last screen shows you a summary of what you entered. Be sure to review it to ensure that you entered all the information correctly.

Configuring Apple Mail for Your  
PhD E-Mail Account



You are now finished with creating your e-mail account. You can press Done at the next screen to begin using your e-mail.

