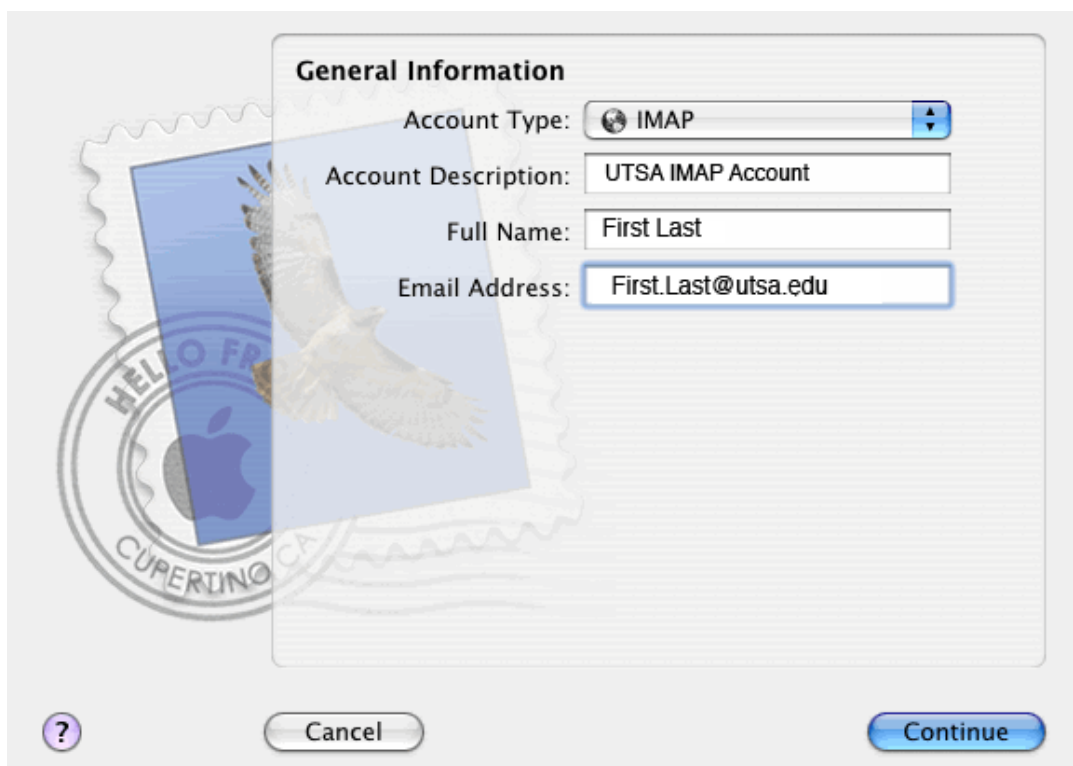


## **IMAP for Apple Mail, Version 2 (Tiger OS)**

Setting up Apple Mail to access UTSA Exchange e-mail

Laine Lee, Information Technology Associate II, COLFA

1. Open Apple Mail.
2. Click **Mail**, then select **Preferences...**
3. Open the **Accounts** tab, click the plus sign (+) along the bottom to add a new account.
4. In the **Account Type** menu, select **IMAP** and enter an account description.
5. Enter your name and UTSA e-mail address in the appropriate fields, then click **Continue**.



6. Enter **imap.utsa.edu** as your **Incoming Mail Server**, enter your UTSA network ID (**abc123@utsarr.net**) as your **User Name**. Then, enter your network password and click **Continue**.

**Incoming Mail Server**

Incoming Mail Server:   
Example: mail.example.com

User Name:

Password:

? Cancel Go Back Continue

7. The **Outgoing Mail Server** is **smtp.utsa.edu**. Check **Use Authentication**, enter your UTSA network ID (**abc123@utsarr.net**) as your **User Name**. Enter your UTSA network password and click **Continue**.

**Outgoing Mail Server**

Outgoing Mail Server: **smtp.utsa.edu**  
Example: smtp.example.com

Use Authentication

User Name: **abc123@utsarr.net**

Password: •••••••

? Cancel Go Back Continue

8. If setup is successful, you will see the screen below. Click **Done**.

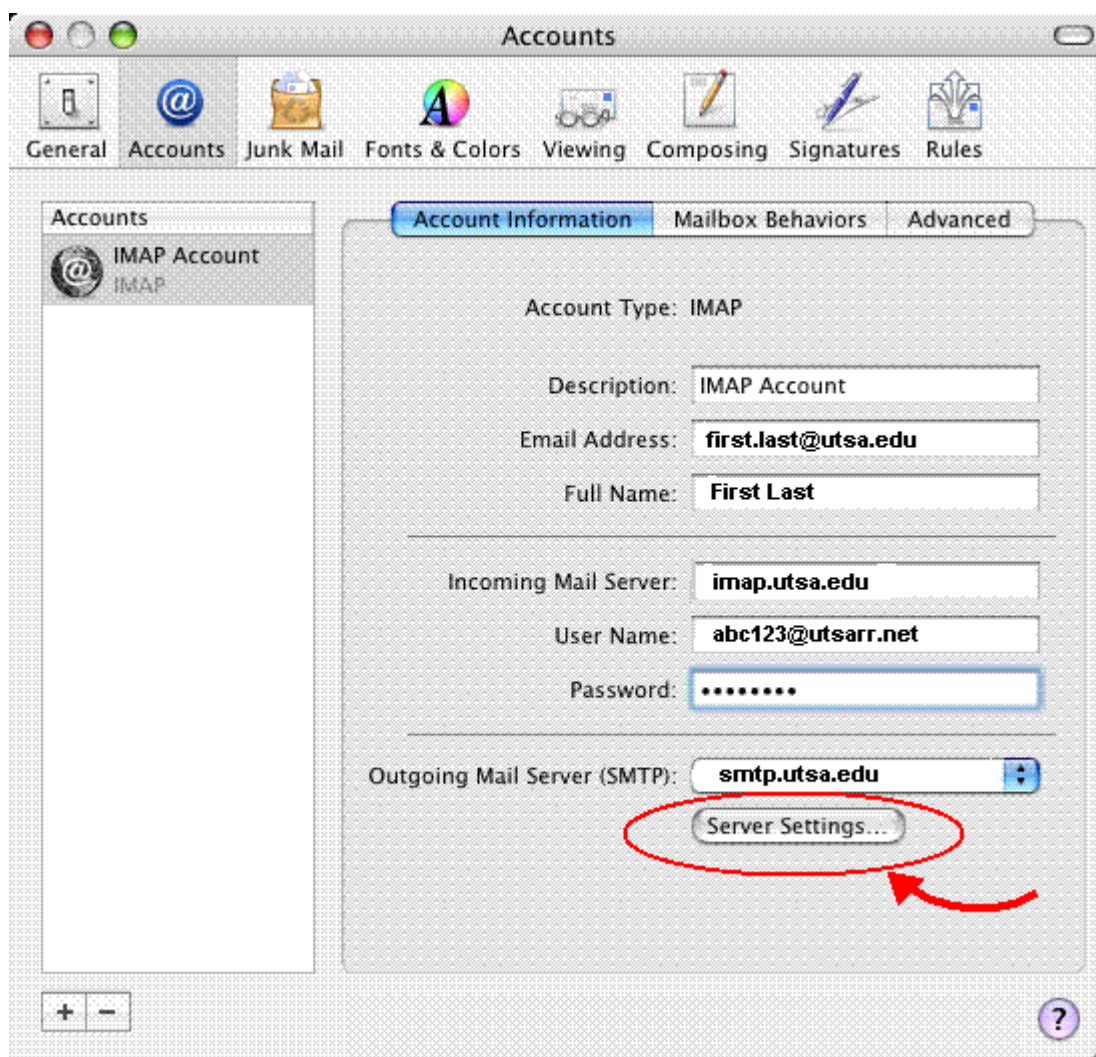
**Conclusion**

A new account has been created.

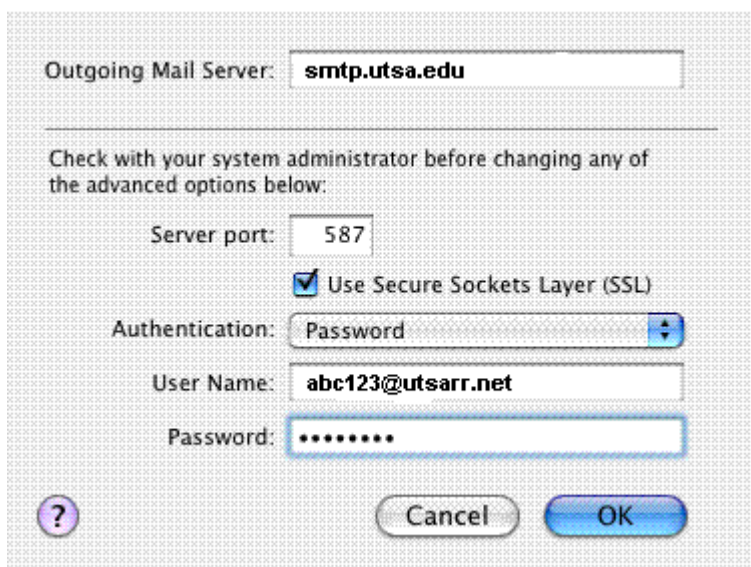
You can make changes to your account information in Account Preferences.

Create Another Account

Cancel Go Back Done

9. Click **Server Settings...**

10. Verify your **Outgoing Mail Server** is **smtp.utsa.edu**
11. Change the **Server port** to **587**.
12. Set **Authentication** to **Password**.
13. Verify that **Use Secure Sockets Layer (SSL)** is checked.
14. Verify that **User Name** is your UTSA network ID (**abc123@utsarr.net**).
15. Enter your UTSA network password and click **OK**.



Outgoing Mail Server:

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


Server port:

Use Secure Sockets Layer (SSL)

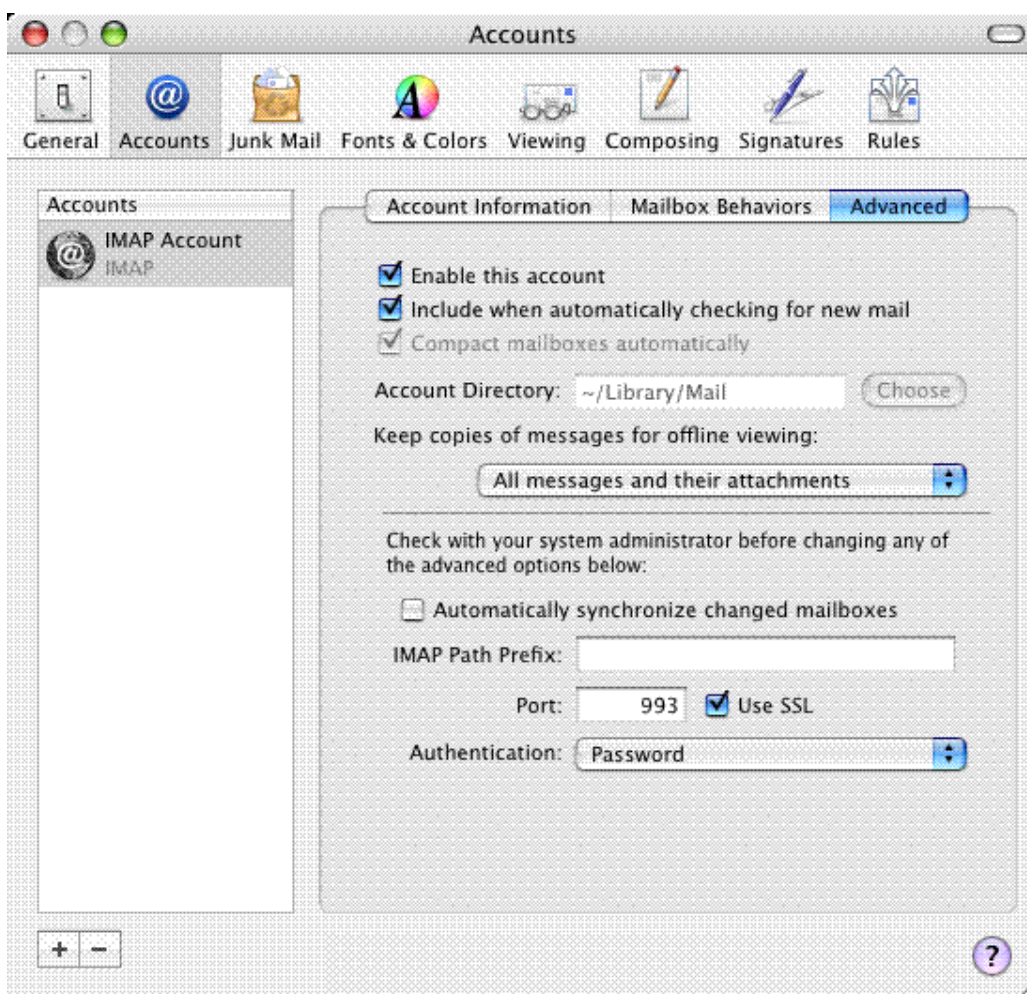
Authentication:

User Name:

Password:



16. Click **Advanced** and check the box next to **Use SSL**. (The port will change to **993**.)



17. Adjust your client settings as needed.