



E-mail clients communicate with the mail server through network protocols. There are two different protocols that you can choose when setting up an e-mail client. This documentation provides the basic setup of the Mac Mail email client with the UA Statewide mail server.

E-mail clients provide an easy graphical interface for you to access your e-mail over the internet. This documentation provides the basics of how to set up the Mac Mail e-mail client to work with the mail server.

Internet Message Access Protocol (IMAP)

IMAP leaves your mail messages on the email server. Since the mail messages are stored on the server, you can read your e-mail from multiple computers or e-mail clients which use IMAP. If you use the Pine mail system or Web Mail you will want to use IMAP. The IMAP protocol is the one you will select in the majority of cases

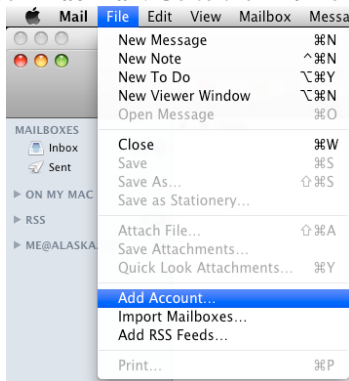
Post Office Protocol (POP)

POP copies all of your messages to your local computer. By default POP clients will delete your messages off of the mail server. If you only use a single computer to read e-mail, or you reside in a rural area with a slow internet connection, you will want to use POP.

If you're unsure about which e-mail protocol to choose, you may contact the OIT Help Desk for assistance. Call 450-8300 locally, or write helpdesk@alaska.edu. Rural areas may dial 1-800-478-8226.

Setting up your Mac Mail e-mail client

1. Open **Mac Mail**. Go to the **File** menu and select **Add Account**.



3. Next, select IMAP for the account type.

Incoming Mail Server: email.alaska.edu

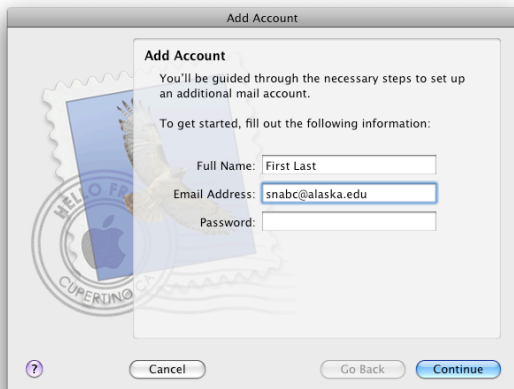
Username: Your username

Password: type your password here

Click Continue.



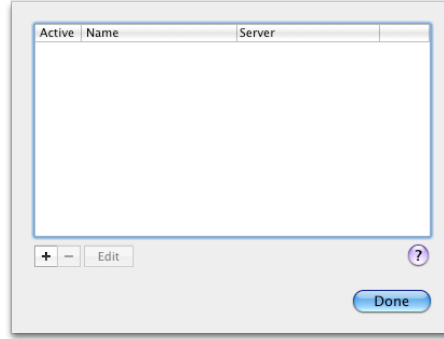
2. Fill out the Full Name and Email Address blanks.



- Set up the email servers:
 Check "Use Authentication."
Outgoing Mail Server: email.alaska.edu
Username: Your username
Password: type your password here



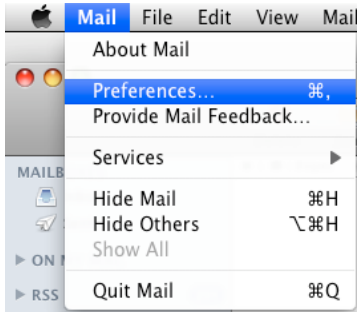
- Click the plus sign.



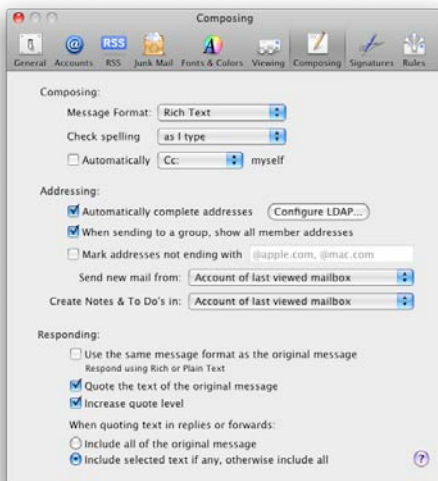
- Click "Continue" and "Create."

Configuring Mac Mail to use Enterprise Directory (EDIR) Addressing

1. Go to Mail → Preferences...

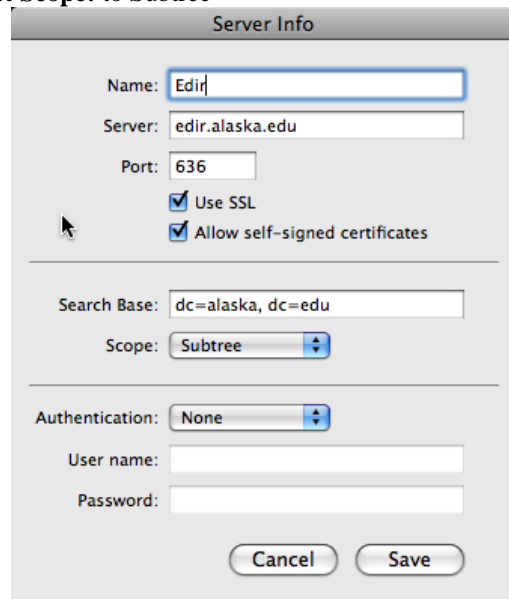


2. Click **Composing**, then click "Configure LDAP"



- The Advanced tab should look as follows:

Name: Edir
Server: edir.alaska.edu
Port: 636
Search Base: dc=alaska, dc=edu
Check, Use SSL and Allow self-signed certificates
Set Scope: to Subtree



5. Click **Save**.