

Mac OS X Mail Configuration

1. From OS X Mail, select **Preferences** from the **Mail** menu.
2. From the **Accounts** panel, shown below in Fig. A, click on **Add Account**.

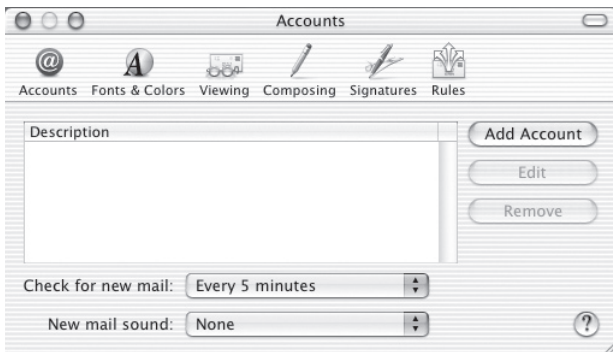


Fig. A

3. In the box that comes up, select the **Account Information** tab, if it is not already selected, as shown below in Fig. B.

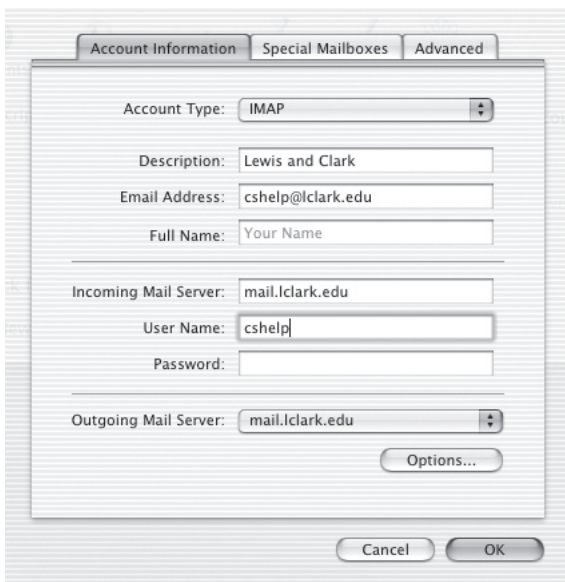


Fig. B

From the **Account Type** pull-down menu, select **IMAP**. This option will leave your mail stored on the mail server, so that you will be able to access it from anywhere.

In the **Description** field, enter something that identifies this account as your Lewis and Clark account.

In the **Email Address** field, enter *your email/Novell login* followed by "@lclark.edu".

In the **Full Name** field, enter your name as you wish it to appear on your outgoing messages.

Under **Incoming Mail Server**, type "mail.lclark.edu".

Under **Username**, type *your email/Novell login*. If you wish the password to be stored, enter it in the **Password** field.

Under **Outgoing Mail Server**, select **mail.lclark.edu** from the pull-down menu.

If it is not listed there, select **Add Server...** In the SMTP Server Options box, as shown below in Fig. C, enter "mail.lclark.edu" under **Outgoing Mail Server**. Leave the other settings as is. Click **OK**, and if it is not automatically selected, select mail.lclark.edu from the pull-down menu.

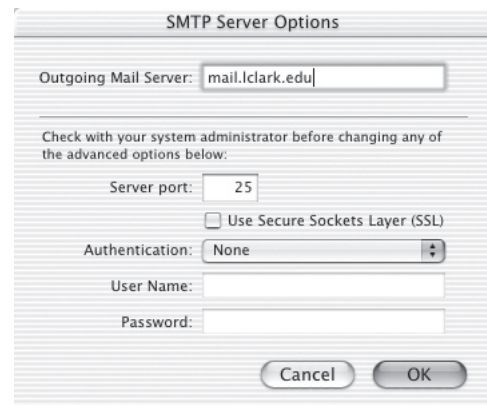


Fig. C

Note that if you are off campus, and you wish to send mail from your Lewis and Clark account, you must use the SMTP server of your network provider, or use Silkymail. If you are not sure what the outgoing mail server is, please contact your provider.

4. Select the **Advanced** tab, as shown below in Fig. D. Under **IMAP Path Prefix**, enter "mail/". This will subscribe any saved mail folders you may have on the server (from using Mulberry, Silkymail or pine).

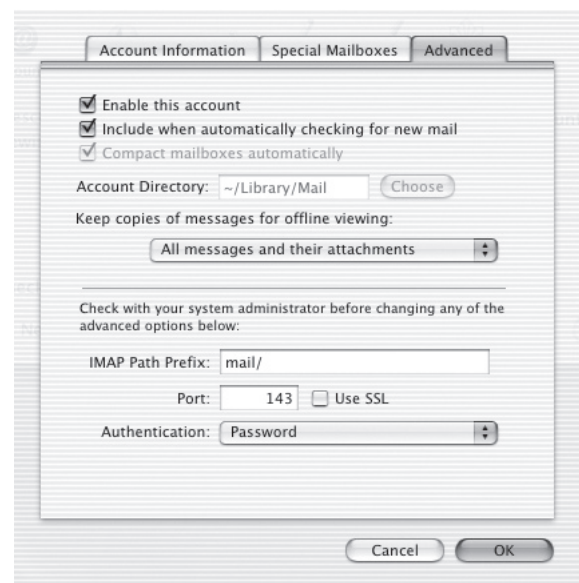


Fig. D

5. Click **OK**. If you did not enter a password to be saved, you should now be prompted for one.