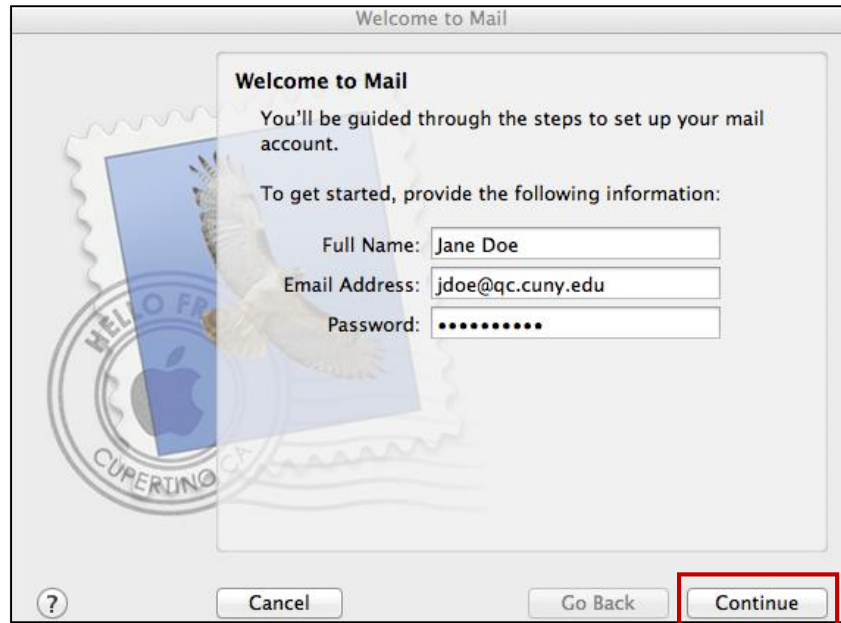
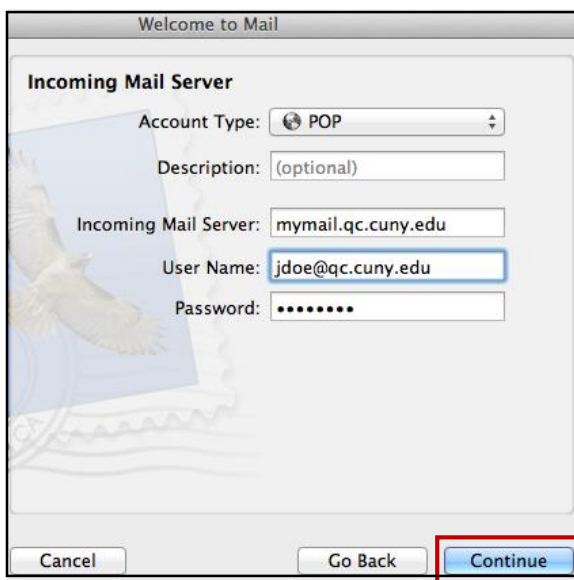


## How to Set Up MyMail for Mac Using IMAP or POP3


**Step 1:** Open Mail and on the Welcome to Mail or Add Account window, enter your **Full Name**, **Email Address** ([shortname@qc.cuny.edu](mailto:shortname@qc.cuny.edu)), and your **QC Username Password**. Click **Continue**.



**Step 2:** In the Incoming Mail Server window, choose the **Account Type (POP or IMAP)**, enter the **Incoming Mail Server name (mymail.qc.cuny.edu)**, followed by your **User Name**, which is your email address ([shortname@qc.cuny.edu](mailto:shortname@qc.cuny.edu)) and your **QC Username Password**. When completed, select **Continue**.

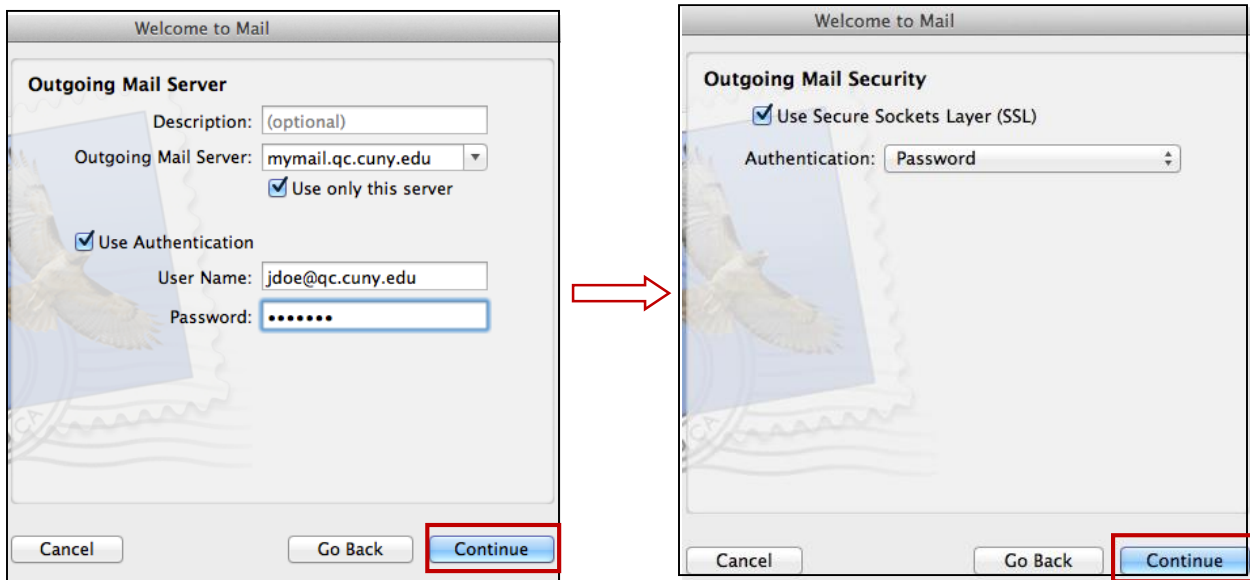


**OR**



**Step 3:** In the Outgoing Mail Server window, enter the **Outgoing Mail Server name** ([mymail.qc.cuny.edu](mailto:mymail.qc.cuny.edu)) and make sure to check off, **Use only this server**. Select the **Use Authentication** check box and enter your **User Name** ([shortname@qc.cuny.edu](mailto:shortname@qc.cuny.edu)) and your **QC Username Password**. Click **Continue**.

**Step 4:** In the Outgoing Mail Security window, check off **Use Secure Sockets Layer (SSL)** and send Authentication to Password. Click **Continue**.



**Step 5:** Verify the information in the Accounts Summary box and click **Create**. If you are using POP3 and do not want Mail to keep a copy of your messages on the server, select the **Take account online** check box and then click **Create**.

