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 (shortcutname@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 (shortcutname@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) 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) 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**.