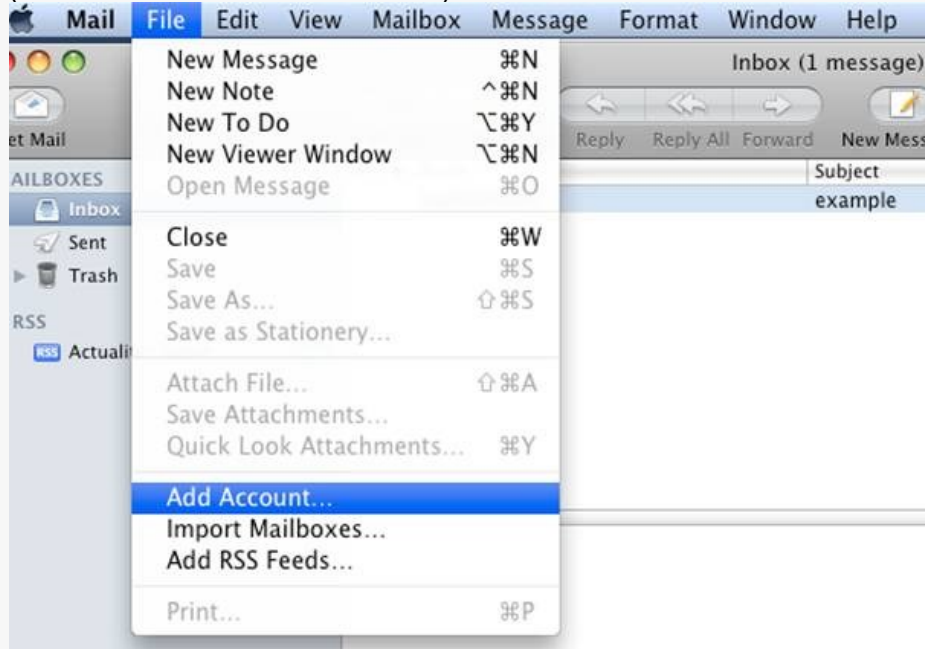


## Configuring an IMAP email account on Mail for Mac OS X

You will find within the following pages all the information and instructions necessary for configuring your new **IMAP Email account** on **Mail for Mac OS X**. Although some screens may differ depending on the version of Mail you are using, the steps to follow and the required data to provide will remain the same.

Click on the File drop-down menu then choose **Add Account...**

(Click on File then select Add Account... )



Once you have reached the Email Configuration Wizard you will now have to provide the adequate information in all of the required fields in order for your new IMAP email account to work properly. We recommend you double-check in order to **avoid any errors or typos for they may render your email account unusable**.

**Full Name:** this is the name that will be displayed on your correspondent's screen upon reception of your email. You can choose any display name you wish even if Your Name is usually recommended.

**Email Address:** this is the email that we provided you and should resemble **AccountName@distributel.net**

**Password:** this is the password for your email account. It was provided to you when your account was created. If you lost your password you can call Customer Support to retrieve it.



**Incoming Mail Server:** this is the server to which you connect in order to receive your email. Your incoming

mail server is an IMAP server and its address is : **imap.distributel.net**

The Description field will allow you to easily recognize the server you are using. We recommend you fill it in with Distributel even if any name will work equally.

**User Name:** This is where you have to fill in your **complete e-mail address**.

**Password:** this is the password for your email account. It was provided to you when your account was created. If you lost your password you can call Customer Support to retrieve it.



The screenshot shows the 'Add Account' dialog box with the 'Incoming Mail Server' tab selected. The 'Account Type' is set to 'IMAP'. The 'Description' field contains 'Distributel'. The 'Incoming Mail Server' field contains 'imap.distributel.net'. The 'User Name' and 'Password' fields are empty. The background features a 'HELLO FROM CUPERTINO' stamp with an Apple logo.

**Incoming Mail Security:** our IMAP server does not use SSL therefore leave “**Use Secure Sockets Layer (SSL)**” **unchecked** and **authentication** set to **Password**



The screenshot shows the 'Add Account' dialog box with the 'Incoming Mail Security' tab selected. The 'Use Secure Sockets Layer (SSL)' checkbox is unchecked. The 'Authentication' dropdown menu is set to 'Password'. The background features a 'HELLO FROM CUPERTINO' stamp with an Apple logo.

**Outgoing Mail Server:** this is the server that will take care of sending your emails. The SMTP server always **depends on the Internet Service Provider you are using** as you are sending your email. While on Distributel's internet connection the SMTP server is: **smtp.distributel.net**

The Description field will allow you to easily recognize the server you are using. We recommend you fill it in with **Distributel** even if any name will work equally.

Make sure to **check** “**Use Authentication**” since Distributel's SMTP server requires authentication for outgoing emails.

As **User Name** enter your **full email address** and provide your **password**.



The screenshot shows the 'Add Account' dialog box with the 'Outgoing Mail Server' tab selected. The 'Description' field contains 'Distributel'. The 'Outgoing Mail Server' dropdown menu is set to 'smtp.distributel.net'. The 'Use only this server' checkbox is checked. The 'Use Authentication' checkbox is checked. The 'User Name' field contains 'Your Username' and the 'Password' field is masked with dots. The background features a 'HELLO FROM CUPERTINO' stamp with an Apple logo.

**Outgoing E-mail security:** our SMTP server does not use SSL therefore leave “**Use Secure Sockets Layer (SSL)**” **unchecked** and **authentication** set to “**None**”.



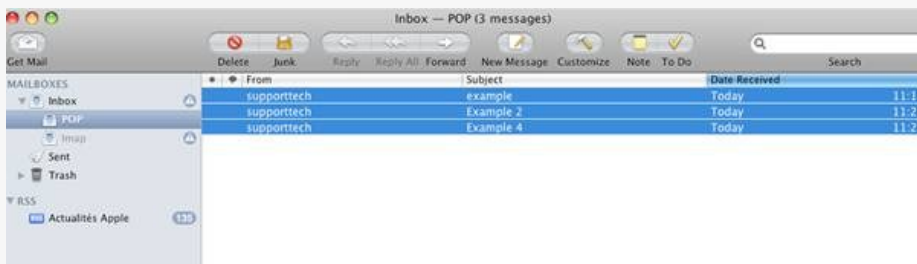
Your new IMAP email account is now configured.



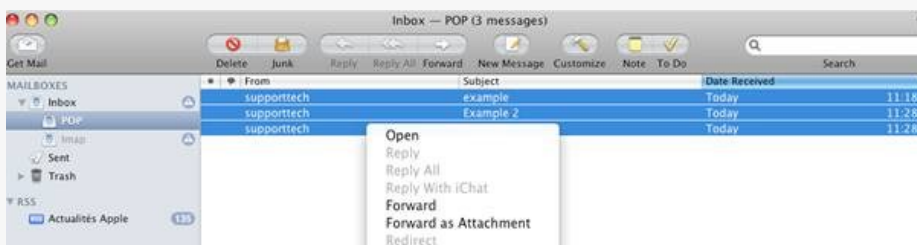
The following section is for our clients who previously had a POP Distributel email account configured.

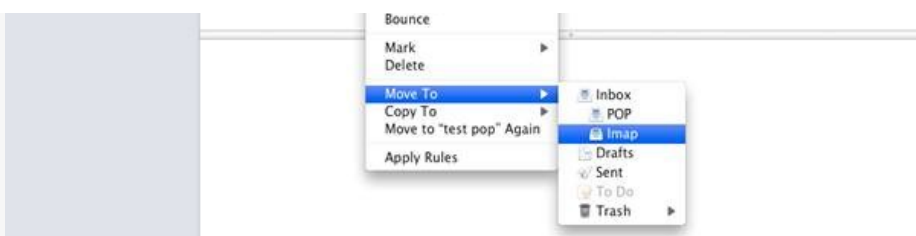
In order to delete your POP account and use your IMAP account without losing your email history, you will need to follow these few steps:

- Click on your **POP account's Inbox** and select all your emails by pressing (CMD + A )



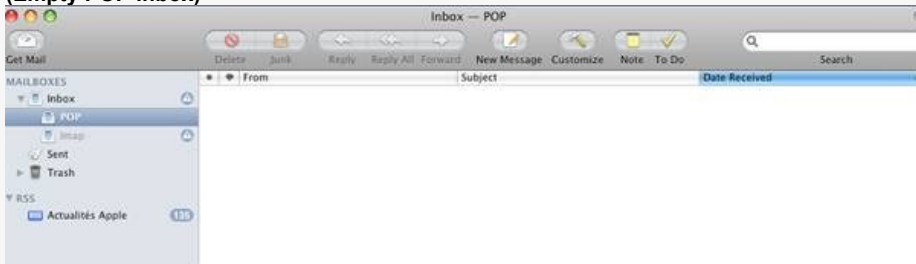
**Right click** (or CMD + Click if your mouse only has one button) on your emails and within the menu select **Move To** and then select your **IMAP inbox**.





Be sure that your **POP** inbox is now empty and that all your emails are in the **IMAP** inbox.

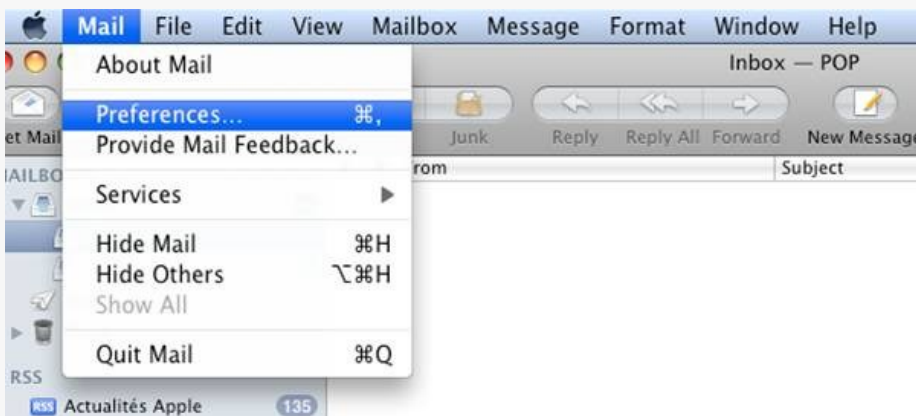
**(Empty POP inbox)**



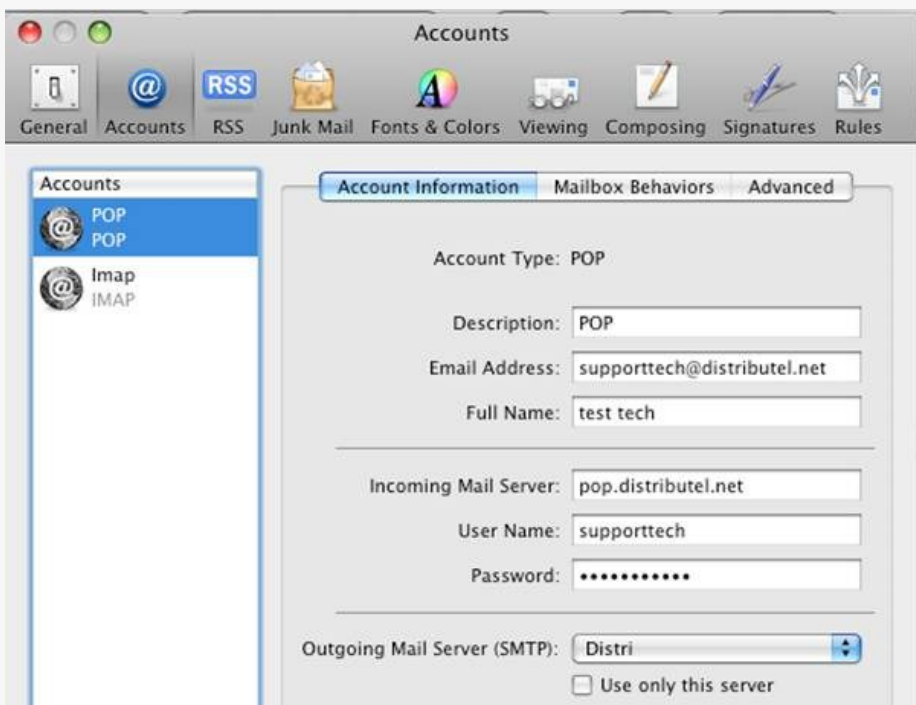
**(Confirm that all your emails are in your IMAP inbox)**

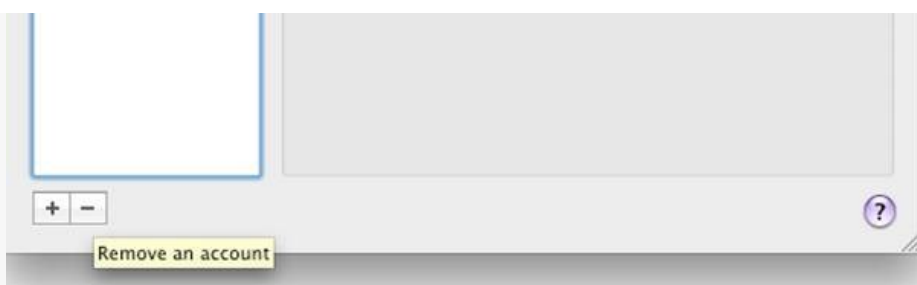


Now go in the **Mail drop-down menu** at the top of the screen and select **Preferences...**



Once you've reached the **Preferences** panel select the **Account** tab and click on your **POP** email account and click on the **minus sign** at the bottom of the panel to remove the account.





Confirm that you want to **delete the POP account** by pressing **Remove**.



Congratulations you have now configured your IMAP email account and merged your POP account's content into it. You can now **close the Account preferences window**.

