

Setting up your email accounts on Mac OSX Mail

The first time you open Mail, it automatically sets up email accounts for you using the information from the .Mac pane of System Preferences and the Mail Setup Assistant. If no information is found, Mail guides you through the process of setting up a new account. You can create additional accounts at any time.

To add an account:

Choose File > Add Account.

Choose POP from the Account Type pop-up menu and enter the information, based on your account information provided by Phone Snoopa (email address, incoming and outgoing mail servers and password.

General information: Enter a description of the account. The description is shown in the mailbox list. If you have multiple accounts, enter something that will help you distinguish this account from others, such as "Tom's work email." You must also specify the full name to be displayed in outgoing mail, such as Tom Clark, and the email address to use in the From field when you send messages.

Incoming Mail Server: Enter the server (POP) where your email waits for you to retrieve it. For example, mail.example.com. Enter your user name and password for this mail server

Outgoing Mail Server: Enter the server (also known as an SMTP server) that sends your email to its destination. For example, mail.example.com. Enter your user name and password for this mail server

In the Mailbox Behaviors pane, select options for storing and deleting drafts, sent mail, junk mail, and trash. The options are different for the different kinds of accounts.

To remove an account, select it in the account list and click the Delete (-) button.