



Information Services

Connecting to Staffmail with Apple Mail on Mac OS X

This document will help you connect **Apple Mail** for Mac OS X on a computer that is **not on Edinburgh University's Network**. This document is based on Apple Mail v4.5 on Mac OS 10.6 (your version of Apple Mail is shown when you click **Mail** and **About Mail** in the program).

This document is intended for users on the University's Staffmail service only. You can find your email service by going to www.ed.ac.uk/is/email and using the search facility provided there.

In order to complete this task, you will need to know your EASE Username and Password.

The University Network



If you are unsure if your machine is on the University's network, please contact the IS Helpline (is.helpline@ed.ac.uk).

For help with alternative versions, or with any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (6) 515151.

If this is the first time you have run Apple Mail, please follow sections 1 and 3.

If you wish to add your Staffmail account to Apple Mail, please follow sections 2 and 3.

1. Running Apple Mail for the first time with automatic setup

- | | |
|--|---|
| 1. Open Apple Mail from the dock, or from the applications folder. |  |
| <p>2. You will see a Welcome to Mail window.</p> <p>Enter your name in the Full Name box.</p> <p>In the e-mail address box, enter your e-mail in the format:</p> <p>yourUUN@staffmail.ed.ac.uk</p> <p>Replace yourUUN above with your EASE username. Example:
<i>jbloggs@staffmail.ed.ac.uk</i></p> <p>IMPORTANT: You must spell the email address like this initially even if you have an @ed.ac.uk address. Otherwise the Apple Mail program will fail to detect your email service.</p> <p>Lastly, type in your EASE password and click Continue.</p> |  |

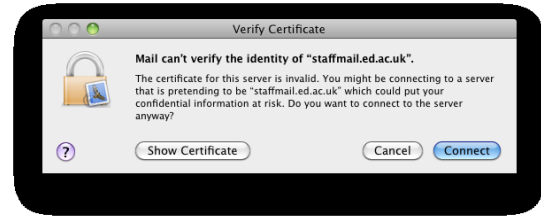




Connecting Staffmail to Apple Mail

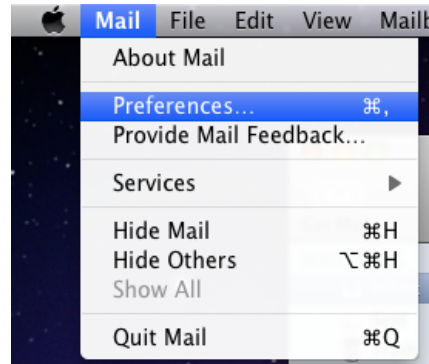
3. You may receive a warning about mail's certificate. Please click **Connect**.

Now continue with chapter 3 below.



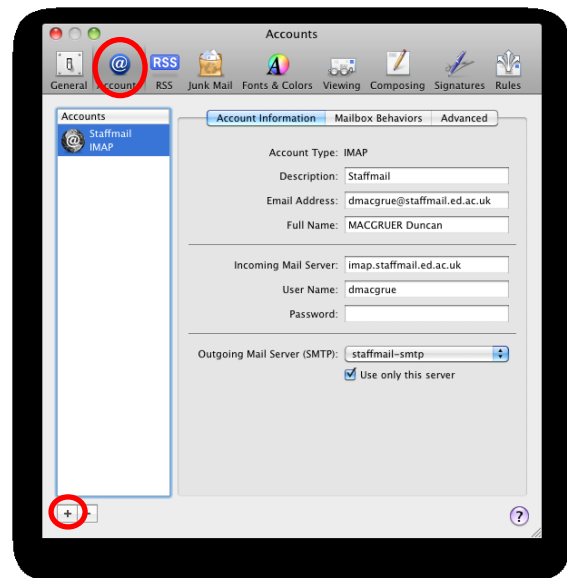
2. Adding a new account into Apple Mail

1. From the **Mail** menu, select **Preferences...**



2. Select the **Accounts** tab from the top of the window.

Click the **+** button from the bottom left corner.



3. The **Add Account** window will open.

Enter your name as you would wish recipients to see it in the **Full Name** box.

In the **e-mail address** box, enter your e-mail in the format:

UUN@staffmail.ed.ac.uk

Click **Continue**.



Connecting Staffmail to Apple Mail

3. Configuring a Staffmail account in Apple Mail

1. The **Incoming Mail Server** window opens.

Set the **Account Type** drop-down to **IMAP**.

Add a relevant description for the account – such as **Staffmail**.

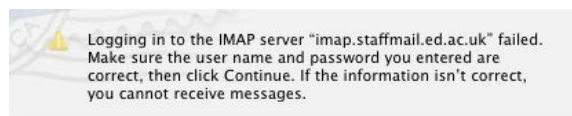
In the **Incoming Mail Server** box, enter **imap.staffmail.ed.ac.uk**

In the **User Name** box, enter **your username**.

Click **Continue**.



2. If you receive an error stating that your log in has failed, click **Continue** again.



3. The **Incoming Mail Security** window appears. *You may not see this window and instead immediately see the window at step 4.*

Ensure that the **Use Secure Sockets Layer (SSL)** box is ticked.

Ensure that the **Authentication** drop-down is set to **Password**.

Click **Continue**.



4. The **Outgoing Mail Server** window opens.

Enter a suitable description in the **Description** box, such as **Staffmail-smtp**.

In the **Outgoing Mail Server** box, enter **smtp.staffmail.ed.ac.uk**

Tick the **Use Authentication** box.

Enter your **Username** in the **User Name** box.

Enter your **EASE** password in the **Password** box.

Click **Continue**.



Connecting Staffmail to Apple Mail

4. The **Account Summary** window appears.

Check the **Take Account Online** box.

Click **Create**.



5. If you are asked for your password again at this point, enter your **EASE password**.

You may want Apple Mail to remember this password so you don't have to enter it every time you start the program. In that case, check **Remember this password ...**

Click **OK**.



Apple Mail should now display your Staffmail mailbox. It may take a minute to update. If you would like to test your setup you can do so by sending yourself an email.

If you receive any errors, you can try the following:

- Make sure your username / password are working by logging in at www.staffmail.ed.ac.uk.
- Start over and ensure all information was entered correctly – a single typo in e.g. the server name will mean that Apple Mail cannot connect.

If the issue persists please contact **IS Helpline**. We can resolve this faster for you if you quote any error messages you see.

Email: IS.Helpline@ed.ac.uk

Phone: (6) 515151

Web: www.ed.ac.uk/is/help

If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email IS.Helpline@ed.ac.uk