

The University of Edinburgh

# **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 <u>www.ed.ac.uk/is/email</u> 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 <u>IS.Helpline@ed.ac.uk</u> 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



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 <b>Mail</b> menu, select <b>Preferences</b>	Mail       File       Edit       View       Mail         About Mail       About Mail       ####################################
<ul><li>2. Select the Accounts tab from the top of the window.</li><li>Click the + button from the bottom left corner.</li></ul>	Accounts Concerneral Counce of the second s
<ul> <li>3. The Add Account window will open.</li> <li>Enter your name as you would wish recipients to see it in the Full Name box.</li> <li>In the e-mail address box, enter your e-mail in the format:</li> <li>UUN@staffmail.ed.ac.uk</li> <li>Click Continue.</li> </ul>	Add Account         Out'll be guided through the steps to set up an         additional account.         To get started, provide the following information:         Final Address:         example@staffmail.ed.ac.uk         Password:

# 3. Configuring a Staffmail account in Apple Mail

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-snup.         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.         Enter your EASE password in the P	1.	The Incoming Mail Server window opens.	
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Click Continue			
CHICK <b>CONTINUE.</b>		Click <b>Continue.</b>	

#### **Connecting Staffmail to Apple Mail**



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 <u>www.staffmail.ed.ac.uk</u>.
- 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: <u>IS.Helpline@ed.ac.uk</u> Phone: (6) 515151 Web: <u>www.ed.ac.uk/is/help</u>

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 <u>IS.Helpline@ed.ac.uk</u>

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