



## Setting up an IMAP E-Mail account in Mail for Mac

## Adding Users to the mail\_relay group

Users that are wanting to use IMAP or SMTP authenticated mail on their machines or capable devices will need to be a member of the mail\_relay group.

- 1. Login to the Smart-Net Intranet as sysadmin or a user will full admin access.
- 2. Click on Server Management  $\rightarrow$  Users and Groups  $\rightarrow$  Manage Groups
- 3. Click on the people icon to the right of mail\_relay like below.

mail_relay	Users who belong to this group are allowed to relay mail after they have authenticated.	< <mark>- 82</mark> ⅔
moodle_courses	Users who belong to this group are able to create new courses in Moodle.	🥭 🖠 Show Group Members

 Click on "
 Add Multiple Users". Tick the users that you want to be part of this group. Click "Add Users".

## Setting up a new IMAP Account

 To complete the mail setup, you need to know your IMAP server address. Login to the Smart-Net Intranet and click on 'Server Information' on the left.
 E-Mail:



Open Mail. If you are setting up a brand new account in Mail, you will get this first screen. Choose 'Other Mail Account'. Otherwise you will need to create a new account and drag your old mail into your new account. To add a new account, click on Mail → Preferences → Accounts. Click on the '+' on the bottom left. Click 'Continue' once all fields are complete.

Choose a Mail account provider
<ul> <li>iCloud</li> </ul>
E Exchange
○ Google <sup>.</sup>
○ YAHOO!
· Aol.
<ul> <li>Other Mail Account</li> </ul>
? Quit Continue





3. Now enter in your full name, E-Mail address and your password.

Add a Mail account			
To get started, fill out the following information:			
Name:	Jane Doe		
Email Address:	principal@smartcom.co.nz		
Password:	•••••		
Cancel	Back Sign In		

4. Now fill out your information ensuring username doesn't set itself back to automatic. Select **IMAP** for the account type. Your 'Incoming & Outgoing Mail Server' is your IMAP server address.

Email Address:	principal@smartcom.co.nz
User Name:	principal
Password:	•••••
Account Type:	IMAP ᅌ
Incoming Mail Server:	intranet.smartcom.co.nz
Outgoing Mail Server:	intranet.smartcom.co.nz
Cancel	Back Next

5. The below message will pop up. Click on 'Show Certificate'.

	,		
	Mail can't verify the identity of "intranet.smartcom.co.nz". The certificate for this server was signed by an unknown certifying authority. You might be connecting to a server that is pretending to be "intranet.smartcom.co.nz" which could put your confidential information at risk. Do you want to connect to the server anyway?		
?	Show Certificate	Cancel Connect	





6. Tick 'Always trust 'intranet...' then click 'Connect'.

000	Verify Certificate			
	Mail can't verify the identity of "intranet.smartcom.co.nz".			
	The certificate for this server was signed by an unknown certifying authority. You might be connecting to a server that is pretending to be "intranet.smartcom.co.nz" which could put your confidential information at risk. Do you want to connect to the server anyway?			
🗹 Always trust	"intranet.smartcom.co.nz" when connecting to "intranet.smartcom.co.nz"			
🐼 intranet.	smartcom.co.nz			
	^			
8	intranet.smartcom.co.nz			
Certificate	Root certificate authority			
	Expires: Tuesday, 8 June 2021 2:04:00 AM NZT			
	S This root certificate is not trusted			
▶ Trust				
▶ Details				
?	Hide Certificate Cancel Connect			

7. Enter in your local Mac admin username and password. Often admin and apple.

	Type your password to make changes to your Certificate Trust Settings.	
	Name: admin	
	Password:	
▶ Details		
?	Cancel OK	

8. Once your account is created, it will take you to the main account screen. You will need to click on 'Server Settings and change the following outgoing mail settings. Untick 'Automatically Manage connection settings'. Ensure port is set to 587 and user TLS/SSL is ticked. Authentication needs to be set to password. Then you will need to set the user name to be just the username





without @yourschooldomain.school.nz, just like below.

	AC	counts			
🗉 🥝 😴	A	00	1	dem	- 🏙
General Accounts Junk Ma	ail Fonts & Colors \	/iewing	Composing	Signatu	res Rules
o smartcom	Account Informa	ation	Mailbox Beh	aviors	Server Settings
IMAP					
	Incoming Mail S	Server (	IMAP)		
	User Name:	princip	al		
	Password:	•••••	••••		
	Host Name:	Host Name: intranet.smartcom.co.nz			
					nection settings
		Advanced IMAP Settings			
	Outgoing Mail S	erver (	EMTD)	go	
	Outgoing Mail 5	erver (	514112)		
	Account:	smart	com.co.nz		~
	User Name:	princip	al		
	Password:	•••••	••••		
	Host Name: intranet.smartcom.co.nz				
		Automatically manage connection			nection settings
	Port:	587			🗸 Use TLS/SSL
	Authentication:	Passw	vord		\$
					Save
+ -					