



## 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 with full admin access.
2. Click on Server Management → Users and Groups → 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.	
moodle_courses	Users who belong to this group are able to create new courses in Moodle.	 Show Group Members

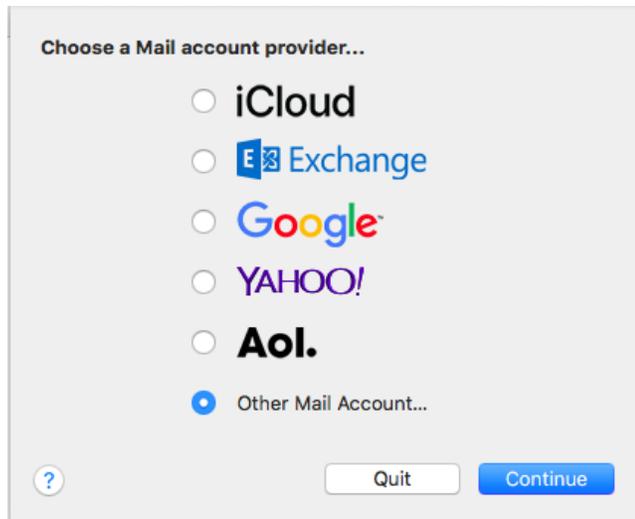
4. Click on “+ Add Multiple Users”. Tick the users that you want to be part of this group. Click “Add Users”.

### Setting up a new IMAP Account

1. 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.

<b>E-Mail:</b>	
IMAP Server:	<b>intranet.smartcom.co.nz</b> (192.168.1.1)
POP3 Server:	intranet.smartcom.co.nz (192.168.1.1)
SMTP Server:	intranet.smartcom.co.nz (192.168.1.1)
E-Mail Domain:	@smartcom.co.nz

2. 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.





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:

Email Address:

Password:

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:

User Name:

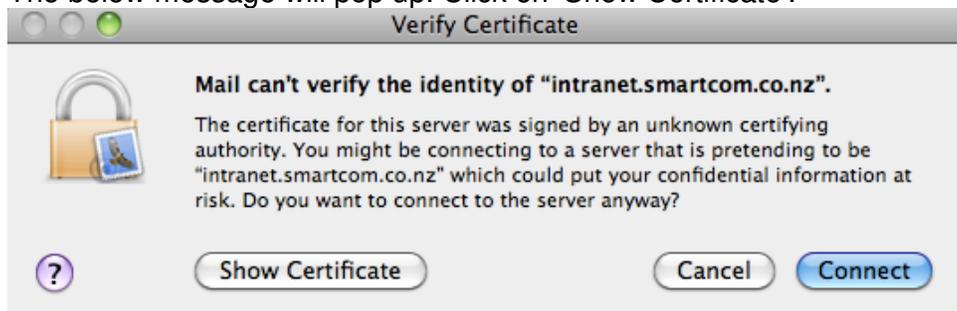
Password:

Account Type:

Incoming Mail Server:

Outgoing Mail Server:

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

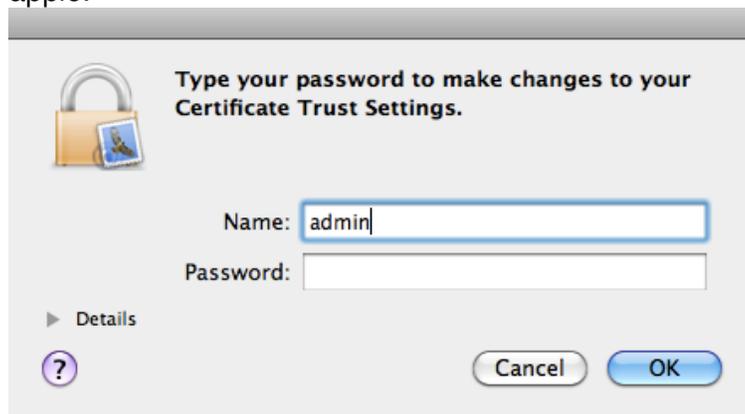




6. Tick 'Always trust 'intranet...' then click 'Connect'.



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



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.

