





Setting up IMAP 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.
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.

E-Mail:

IMAP Server:	intranet.smartcom.co.nz	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. 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.

Welcome to Mail

You'll be guided through the steps to set up your mail account.

To get started, provide the following information:

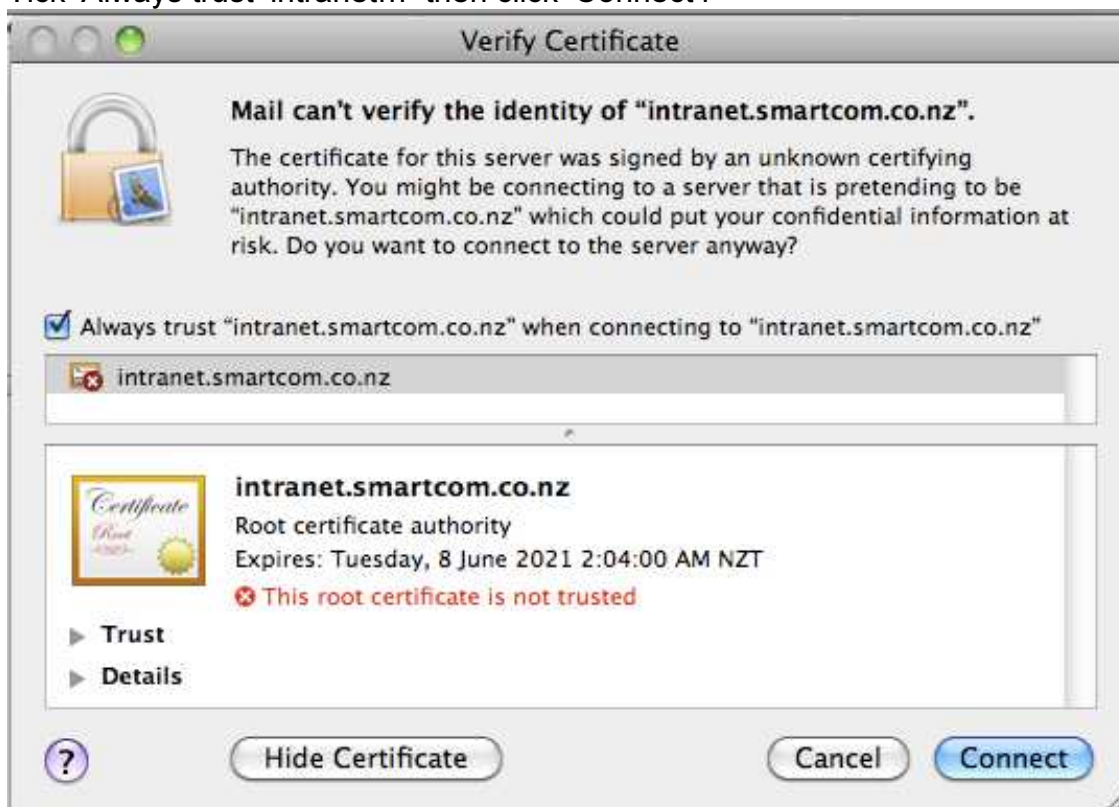
Full Name:	Jane Doe
Email Address:	janedoe@smartcom.co.nz
Password:	••••••••



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



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



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





6. Select IMAP for the account type. Your 'Incoming Mail Server' is your IMAP server address.



Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

7. Outgoing Mail Server will auto-complete the field for you when you start typing your IMAP server address. 'Use only this server' and 'Use Authentication' must be ticked. Click 'Continue'.



Outgoing Mail Server

Description:

Outgoing Mail Server:

☒ Use only this server

☒ Use Authentication

User Name:

Password:



8. Your account summary should look similar to this. Click 'Create'.

Account Summary

Account Description: Jane Doe IMAP
Full Name: Jane Doe
Email Address: janedoe@smartcom.co.nz
User Name: janedoe

Incoming Mail Server: intranet.smartcom.co.nz
SSL: on

Outgoing Mail Server: intranet.smartcom.co.nz
SSL: on

☒ Take account online



9. Once your account is created, it will bring you back to this window.



The screenshot shows the 'Account Information' tab of an email client setup window. The tabs are 'Account Information', 'Mailbox Behaviors', and 'Advanced'. The 'Account Information' tab is active. The form contains the following fields:

- Account Type: IMAP
- Description: Jane Doe IMAP
- Email Address: janedoe@smartcom.co.nz
- Full Name: Jane Doe
- Incoming Mail Server: intranet.smartcom.co.nz
- User Name: janedoe
- Password: (masked with dots)
- Outgoing Mail Server (SMTP): intranet.smartcom.co.nz:janedoe
- ☒ Use only this server

10. When you click on Advanced, it should have the Port as 993 and authentication set as Password. Close the window.

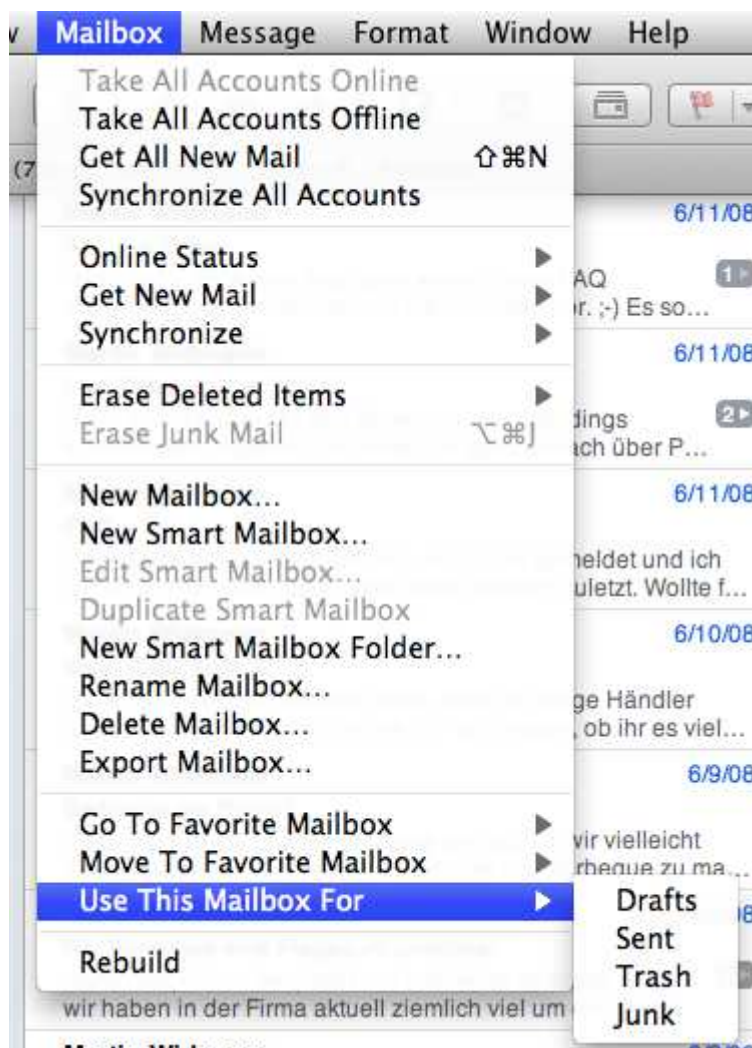


The screenshot shows the 'Advanced' tab of the same email client setup window. The tabs are 'Account Information', 'Mailbox Behaviors', and 'Advanced'. The 'Advanced' tab is active. The form contains the following fields:

- ☒ Enable this account
- ☒ Include when automatically checking for new messages
- ☒ Compact mailboxes automatically
- Keep copies of messages for offline viewing: All messages and their attachments
- Check with your system administrator before changing any of the advanced options below:
- IMAP Path Prefix: INBOX
- Port: 993 ☒ Use SSL
- Authentication: Password
- ☒ Use IDLE command if the server supports it



11. On the left panel are your mail boxes. If you have an old POP account, select the emails/folders right click and select 'Move To' your new email account. To select all emails, click on the first email, hold down shift and click on the last email.
12. Once you have transferred all of your emails from your old mail account and you are confident no emails have been lost, right click on the old mail account and 'Edit'. Your old mail account will be highlighted. Click on the '-' at the bottom left then click 'Remove'. All mail will be removed.
13. Mapping IMAP folders for Mac Mail



Select individually folders you wish to use for Drafts, Sent, Trash and Junk. Go to the Mailbox menu for each selected folder and choose "Use This Mailbox For" to map the IMAP folder.

