IMAP/POP Configuration Guide
For Mac Mail (OSX Mountain Lion)
VERSION 2.0
Configuring Mac Mail for IMAP

**NOTE:** POP specific information begins on page 5.

- Click on **Preferences** under the **Mail** menu.
- Click **Accounts**.
- Click the + symbol in the bottom left corner to add an account.

A window will drop down. Enter the following information:

- **Full Name:** *Your name*
- **Email Address:** *Your full UofA email address*
- **Password:** *Your NetID password*
• Click Continue.

A new screen will appear.

• Account Type: IMAP
• Incoming Mail Server: mail.catnet.arizona.edu
• User Name: Your NetID
• Password: Your NetID password

Click Continue.

A new screen will appear.

• Outgoing Mail Server: smtpgate.email.arizona.edu
• Check Use Authentication
• User Name: Your NetID
• Password: Your NetID password
• Click Continue.

The Account Summary screen will appear. Verify the account settings.

• Check Take account online.

Click Create.

Mac Mail will automatically begin retrieving email and any folders located in the email account. There are no additional steps necessary to set up IMAP folder subscriptions. Depending on the amount of email in the account this process may take some time to complete.
**Configuring Mac Mail for POP**

POP is configured in a similar way to IMAP with the following differences:

Choose POP instead of IMAP in the **Account Type:** field on the **Incoming Mail Server** screen. Follow the rest of the IMAP configuration instructions to complete the account creation.

Open the **Accounts** screen again, select the email account, and click on the **Advanced** tab to configure whether or not to store a copy of email on the server and for how long.

- Uncheck **Remove copy from server after retrieving a message** if you do not want messages removed from the server.
• Click the red X in the upper right corner to close the **Accounts** screen.
• Click **Save** when prompted.

Mac Mail will begin retrieving email. Depending on the amount of email in the account this process may take some time to complete.