



E-mail Setup for Mac Mail

Date: September 28, 2009

Version: 1

Mail is a built in e-mail client on the Macintosh OS X operating system. Below is a step by step guide on how to configure Mail to read your Brock e-mail.

When opening Mail, you will be prompted with a welcome screen (as shown below), click Continue.



The General Information prompt will now appear, fill in the fields as shown in the image below.



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Next, you will configure the Incoming Mail Server. The image below is for Spartan users, students (Badger) will use badger.ac.brocku.ca as their incoming mail server.



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You will now be prompted to enter the Outgoing Mail Server. If you are using this program at Brock, the Outgoing Mail Server will be the same as the incoming mail server (as shown in the image below for Spartan users). Students will use `badger.ac.brocku.ca` as their Outgoing Mail Server.

If you are not at Brock, you will enter the name of the Outgoing Mail Server of your ISP (Internet Service Provider). [Click here for a list of local ISP outgoing smtp server addresses.](#)



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Next you will be shown the account summary (as shown below), be sure that the SSL settings match accordingly (SSL is ON for Incoming and OFF for Outgoing).



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Click Done when the prompt below appears.



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You have completed the setup for Mail.