NOTE: Before you begin please take note of the following. You will not be able to use the Global Address Book or the Calendaring with these settings. If you would like to access that information you can access it from the new Webmail. These directions should work for Mac Mail on OS 10.4 and 10.5.

1. Launch Mail from your Dock or from the Applications folder.

2. For "Full Name" enter your name (e.g. John Smith) into the box as you would like it to appear when you send people messages.

3. For "E-mail Address" enter your Sonoma e-mail address (seawolfid@sonoma.edu)

4. Enter your Password in the Password field.

5. Click the "Continue" button.

6. For Account Type choose IMAP or POP. Below is an explanation of the difference between [https://www.sonoma.edu/it/email/POPvsIMAP.shtml](https://www.sonoma.edu/it/email/POPvsIMAP.shtml)

7. For:
   a. Description enter : SSU Email
   b. Incoming Mail Server: exchange.sonoma.edu
   c. Username: seawolfid
   d. Password: xxxxxxxx
   e. Click Continue.
8. Make sure the Use SSL box is checked and Authentication is set to Password.

9. Outgoing Mail Server settings:
   a. Description: **SSU Out**
   b. Outgoing Mail Server: **exchange.sonoma.edu**
   c. Use Authentication: **check the box**
   d. User Name: **seawolfid**
   e. Password: **xxxxxx**

10. Click Continue

11. Click Create

12. Click on "Mail" from the top menu and select "Preferences".

13. Click on the Accounts Information tab.

14. Click on the Drop down menu next to “Outgoing Mail Server (SMTP): and select “Edit Server List”

15. Click on the SSU Out

16. Click on Advanced.

17. Click on Use custom port button and put in the box: **587**

18. Make sure the check box next to “Use Secure Sockets Layer” is on.

19. Make sure is Authentication drop down is set to Password and that your username and password are set correctly. Click OK and close the Settings Window. Should be set up now.