

1. When opening the Mac Mail client the following screen will open if this is the first account setup. Fill in your information as you see below. Make sure you use your full email address as your "User Name".



**Welcome to Mail**

You have no email accounts configured to use Mail. Please enter the following information to send and receive email.

Full Name:

Email Address:

Incoming Mail Server:

Account Type:

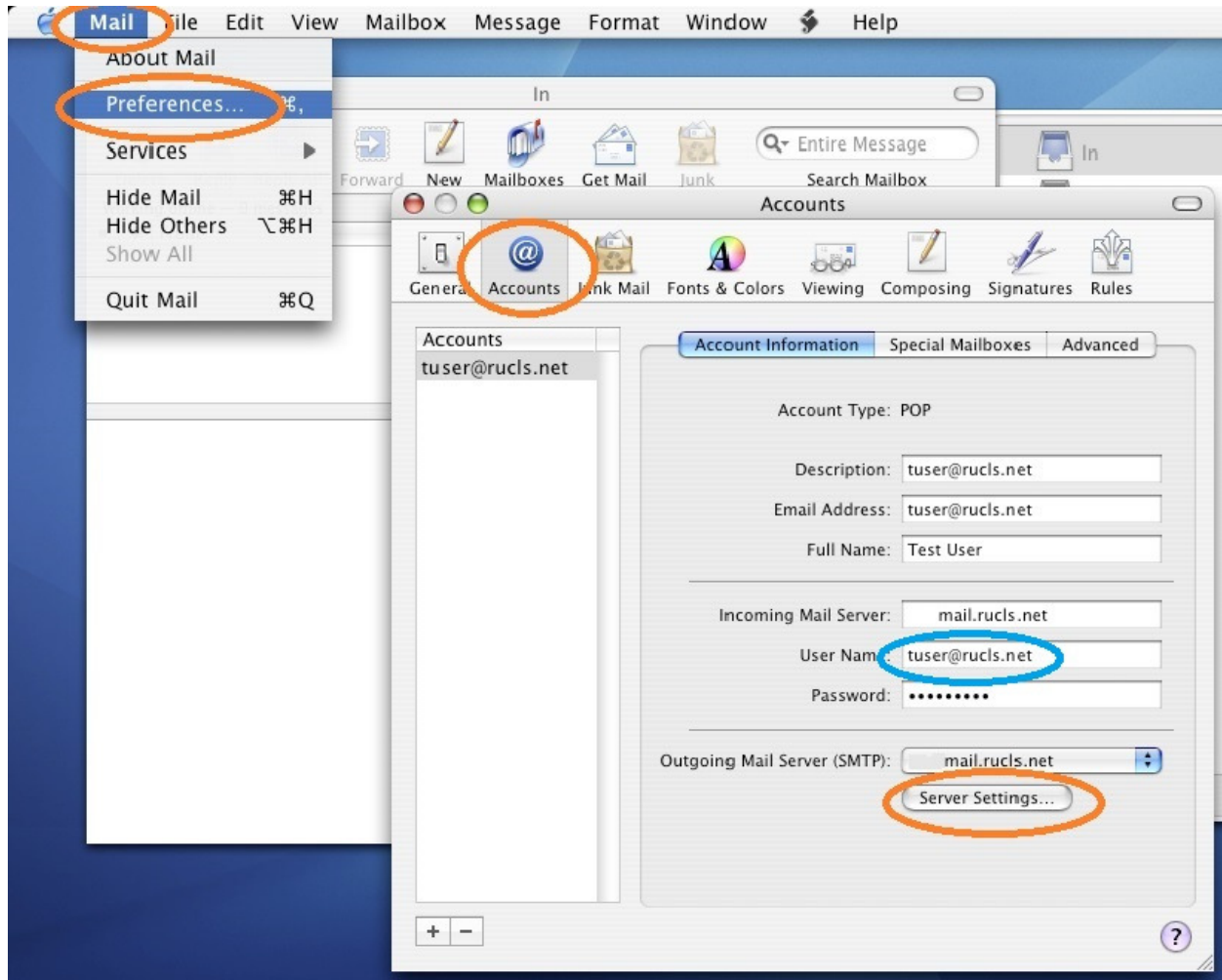
User Name:

Password:

Outgoing Mail Server (SMTP):

? Quit OK

2. After setting up an account or if an account is already set up that you need to modify the next step is to select "Mail" from the top menu bar and then select "Preferences" from the drop down menu. Select the "Accounts" tab, if this is an existing account make sure to change the "User Name" field to be your full email address. Then click on "Server Settings".



3. Set the Incoming Mail Server “Port” to **110** and the Outgoing Mail Server “Port” to **587**. In both locations, check the “Use TLS/SSL” and make sure Authentication is set to **Password**.

The screenshot shows the 'Server Settings' tab for an email account. It is divided into two sections: 'Incoming Mail Server (POP)' and 'Outgoing Mail Server (SMTP)'. Both sections have identical fields for User Name, Password, and Host Name, all set to 'tuser@rucls.net'. The 'Port' field for the Incoming server is set to '110' and for the Outgoing server to '587'. Both 'Port' fields are circled in red. The 'Use TLS/SSL' checkbox is checked in both sections and also circled in red. The 'Authentication' dropdown menu is set to 'Password' in both sections and circled in red. There is an 'Advanced POP Settings' button below the Incoming Mail Server section.

4. You can now close the “Accounts” window and start using your secure email.