

Apple Mail

IMAP Setup Guide



A. Introduction

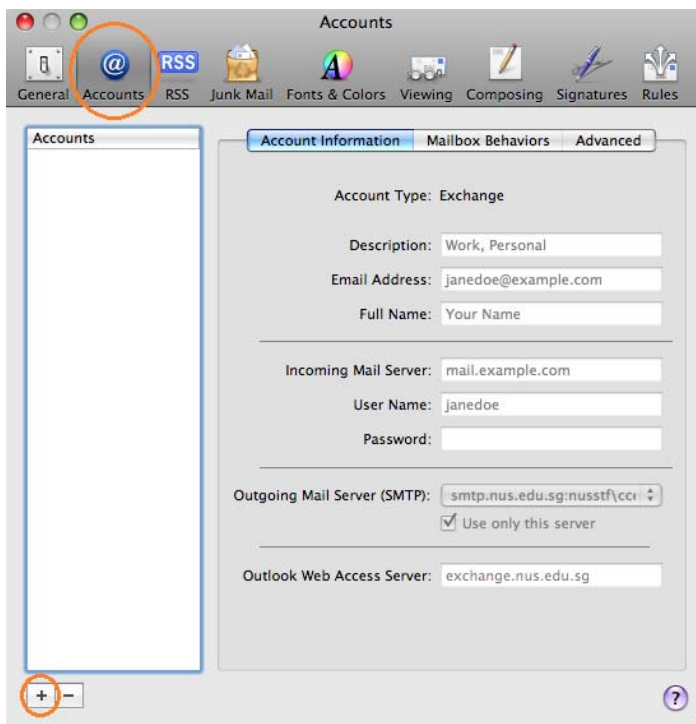
This document shows the step by step instructions on how to configure your NUS email account in Apple Mail using **IMAP**.

IMAP stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to the your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

B. Configure IMAP on Apple Mail

1. From Apple Mail menu bar, click on **Mail > Preferences > Accounts** > click on **+** to add a new account.



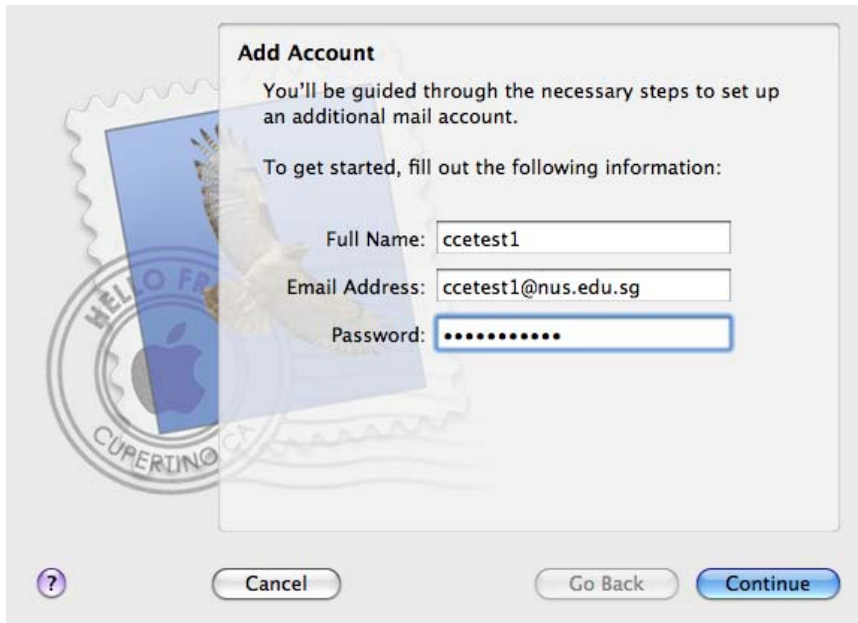
2. Enter the following:

Full Name: your name

Email Address: your NUS default email address or friendly email address

Password: your NUS email password

Click **Continue**.



Add Account

You'll be guided through the necessary steps to set up an additional mail account.

To get started, fill out the following information:

Full Name:

Email Address:

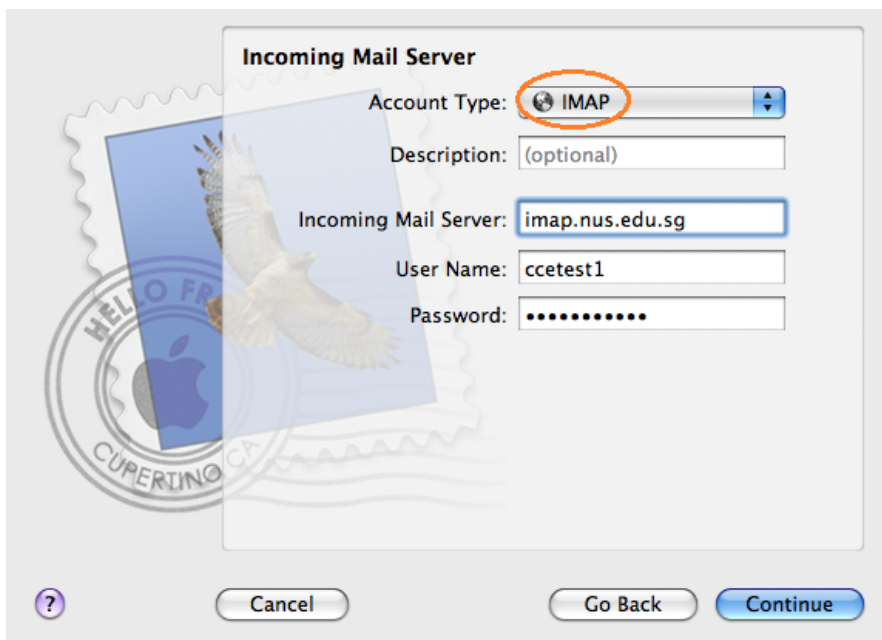
Password:

? Cancel Go Back Continue

3. For **Incoming Mail Server**, select **IMAP** for Account type.

Incoming Mail Server: imap.nus.edu.sg

Click **Continue**.



Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

? Cancel Go Back Continue

4. For **Outgoing Mail Server**, enter the following:

Description: NUS SMTP

Outgoing Mail Server: smtp.nus.edu.sg

Tick on **“Use only this server”**

Tick on **“Use Authentication”**

User Name: domain\your email UserID

For example, if you are a staff, enter nusstf\cctest1

if you are a student, enter nusstu\a0012345

if you are a visitor, enter nusext\ccev123

Password: your NUS email password

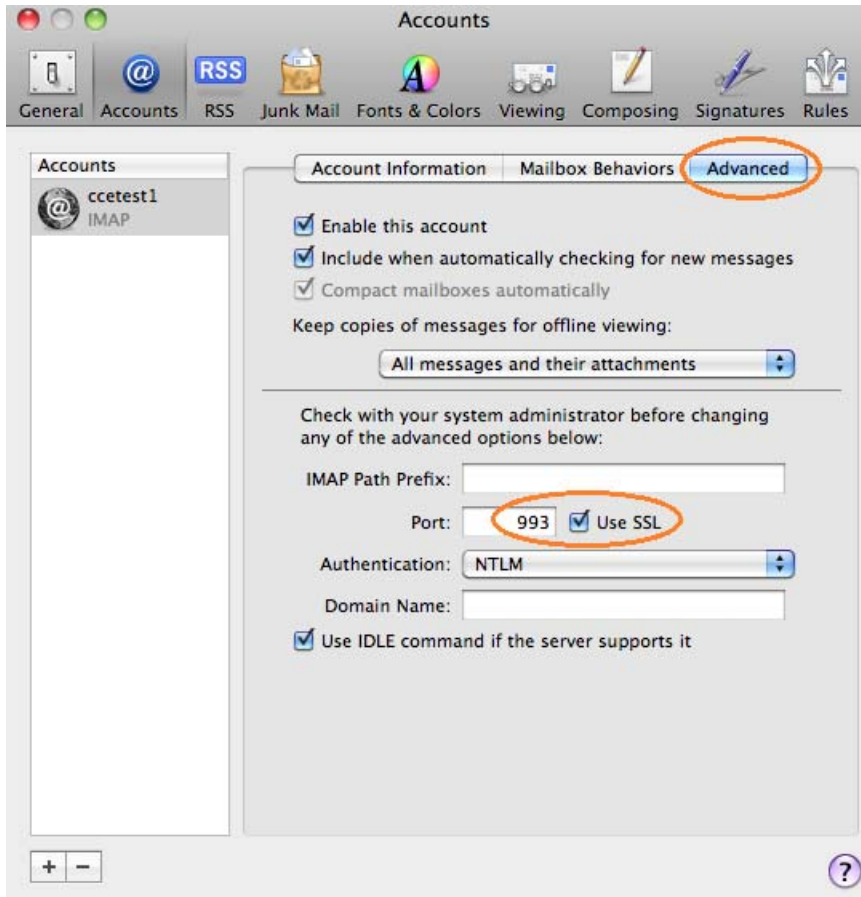
Click **Continue**.



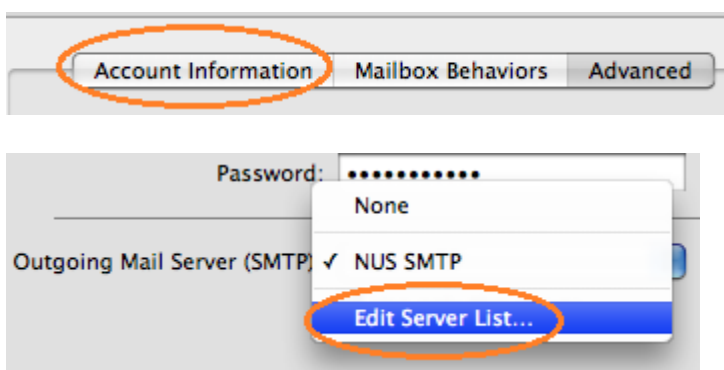
5. Click **Create**.



6. Going back to the Accounts window, click on **Advanced** tab and tick on “**SSL**” to change the port number to “**993**”.



7. Go back to the **Account Information** tab, click on **Outgoing Mail Server** and select “**Edit Server List...**”

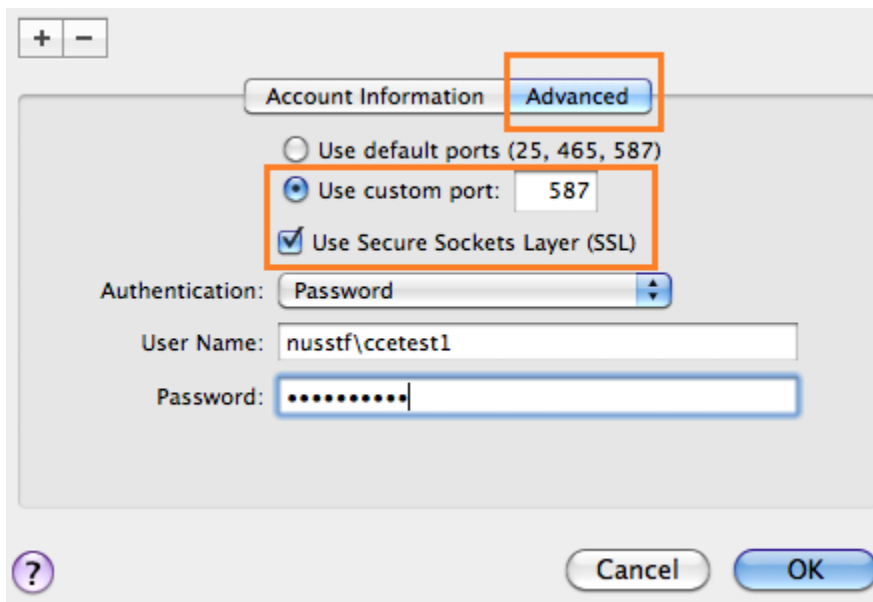


8. Click on the **Advanced** tab.

Select **Use custom port** and change the number to **587**.

Tick on **Use Secure Sockets Layer (SSL)**.

Click **OK**.



9. Close the **Accounts** window.

10. You could now start using Apple Mail to receive and send emails with your NUS account.