

# Apple Mail

## POP Setup Guide

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## A. Introduction

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

**POP** is the acronym for Post Office Protocol which defines a method for mail retrieval.

POP allows you to either:

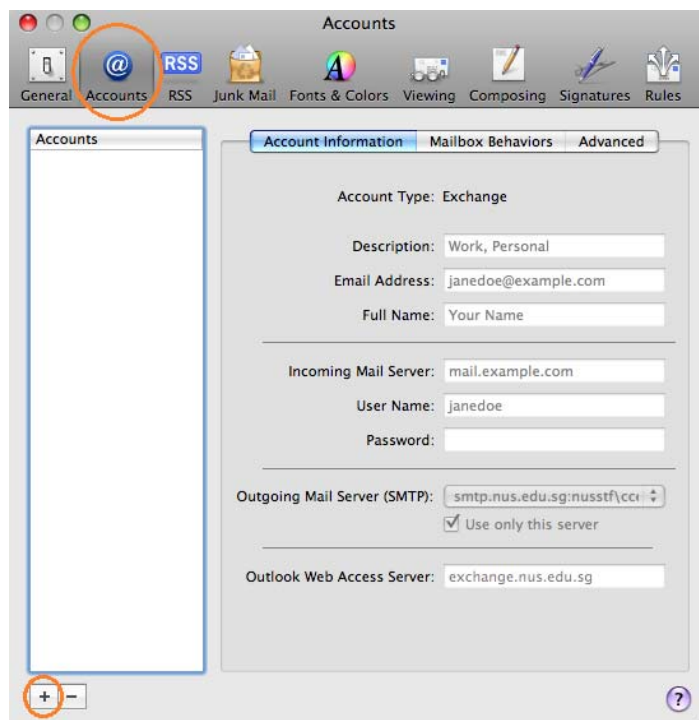
- **Leave messages on the server** - this keeps a copy of your mail on the server so you can access your mail from any client that connects to the server
- **Remove messages from server** - this downloads your mail to the local hard disk where your client resides and deletes the messages from the server. This will clear up your disk space on the server. Note that for this option the messages are not accessible from anywhere else except your local hard disk.

Limitations of POP3:

- Messages are not accessible from another client once they are downloaded to the local hard disk, therefore it is ideal when only one workstation is used for mail retrieval.
- Not able to manage folders other than the Inbox folder
- Not able to transfer only selected parts of a message (e.g. the text portion of a multimedia mail message)

## B. Configure POP on Apple Mail

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



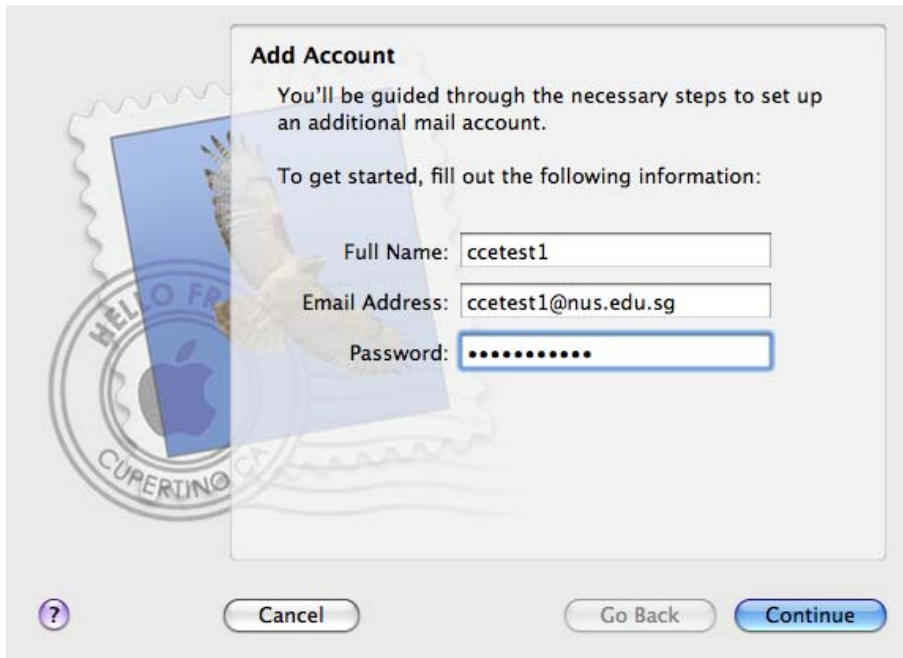
2. Enter the following:

**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: cctest1

Email Address: cctest1@nus.edu.sg

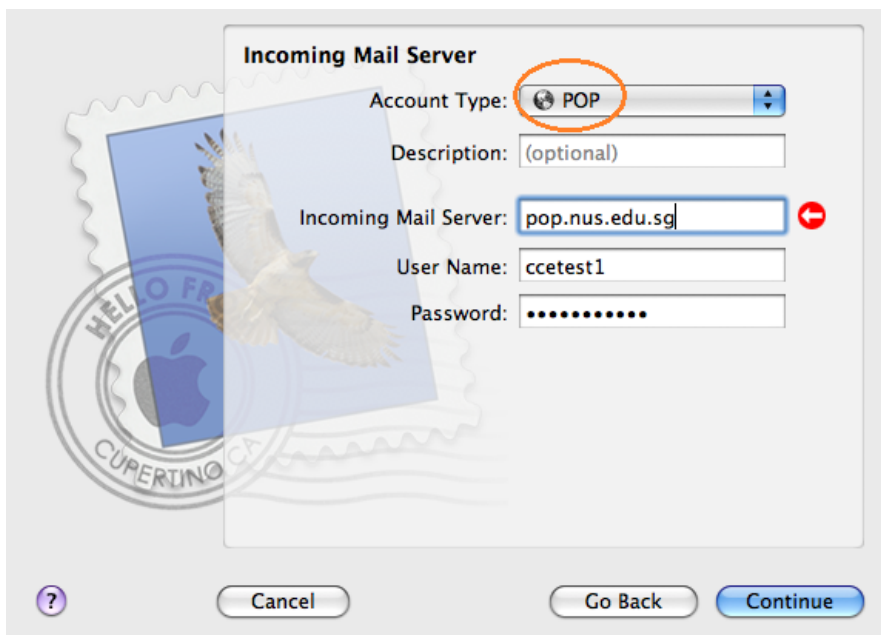
Password: [masked]

? Cancel Go Back Continue

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

**Incoming Mail Server:** pop.nus.edu.sg

Click **Continue**.



**Incoming Mail Server**

Account Type: POP

Description: (optional)

Incoming Mail Server: pop.nus.edu.sg

User Name: cctest1

Password: [masked]

? 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\ccetest1

if you are a student, enter nusstu\a0012345

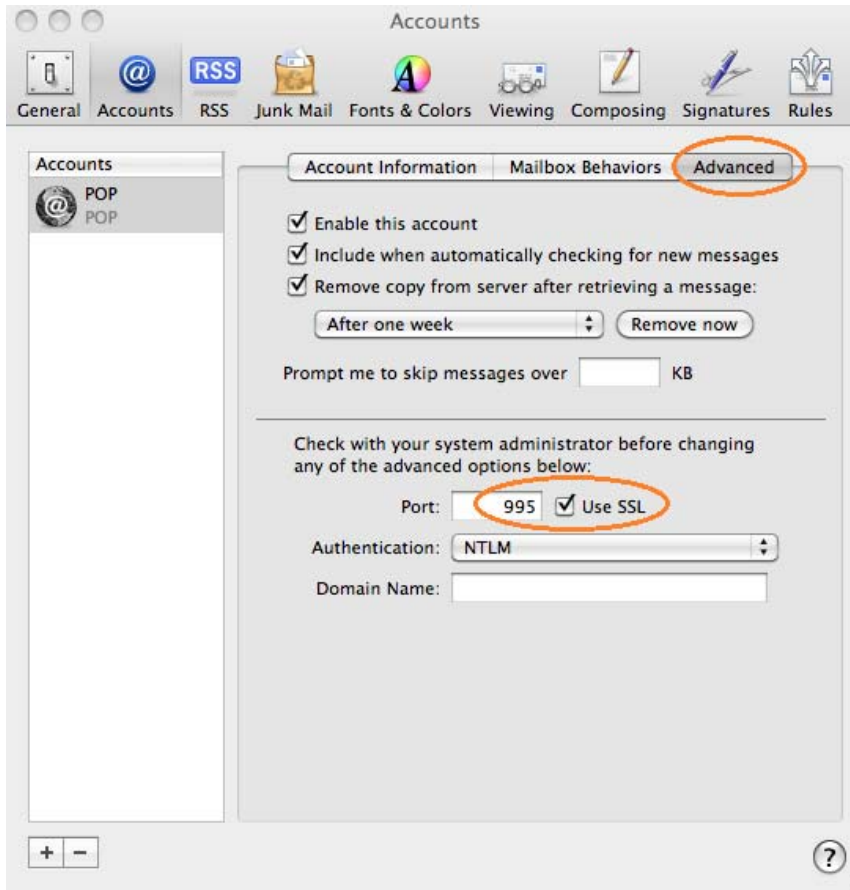
if you are a visitor, enter nusext\ccev123

**Password:** your NUS email password

Click **Continue**.

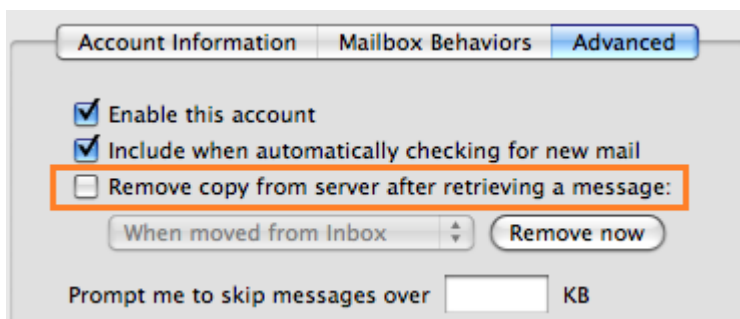


5. Going back to the Accounts window, click on **Advanced** tab and tick on “**SSL**” to change the port number to “**995**”.

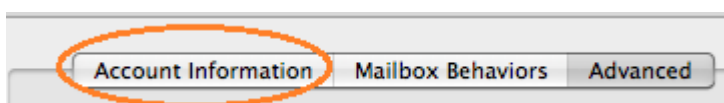


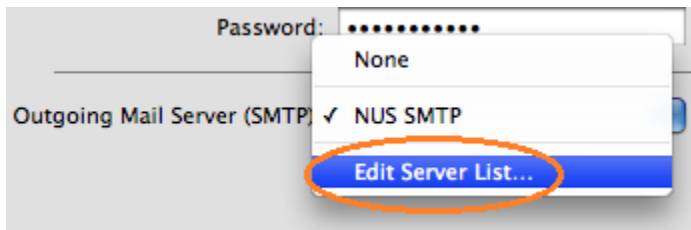
You may want to untick on the following:

***Remove copy from server after retrieving a message*** – by unticking this option, it keeps a copy of your mail on the server so you can access your mail from any client that connects to the server.



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



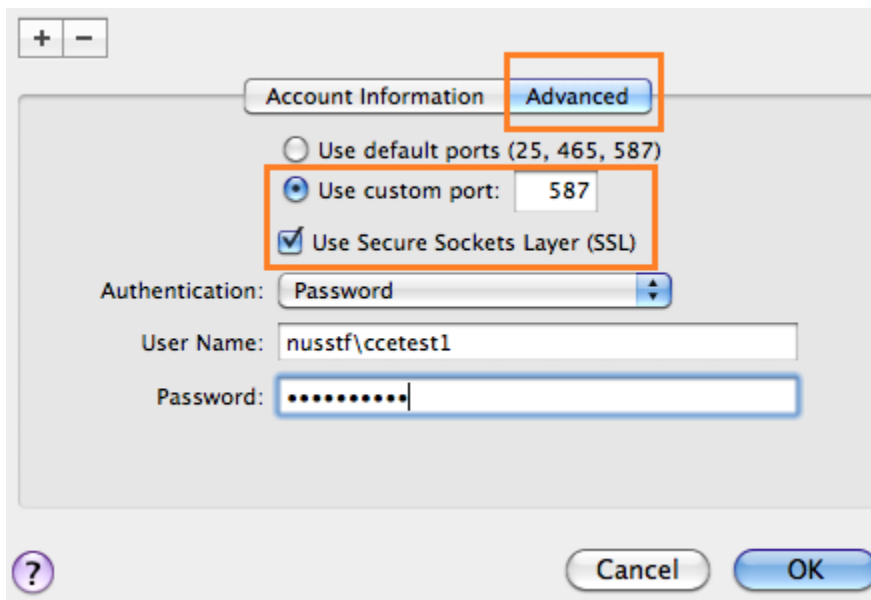


7. Click on the **Advanced** tab.

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

Tick on “**Use Secure Sockets Layer (SSL)**”

Click **OK**.



8. Close the **Accounts** window.

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