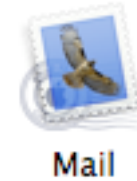


Setting up Mail in OSX Tiger for Webmail

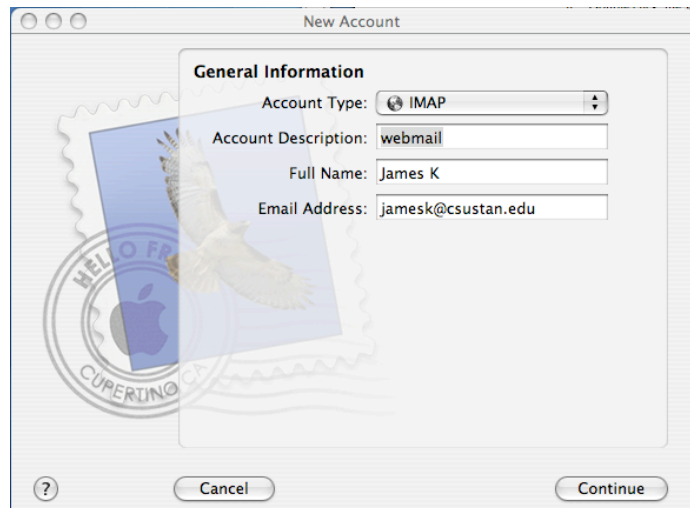
OS 10.4.X

1. Launch the Mail program on your Mac. It is located in one of two places:
 - a. On your Dock
 - i. The dock is the bar with lots of icons located typically at the bottom of the screen.
 - ii. Click the Mail icon; it looks like a postage stamp with an eagle.
 - b. In your Applications Folder
 - i. Double click your Hard Drive on your desktop.
 - ii. Double click the Applications folder.
 - iii. Double click the Mail application file.
2. Once the Mail program launches it will either prompt you to setup an account or take you immediately to your existing Inbox. If you are not prompted to setup an account, click on File to access the menu and select to Add an account to start the setup wizard.

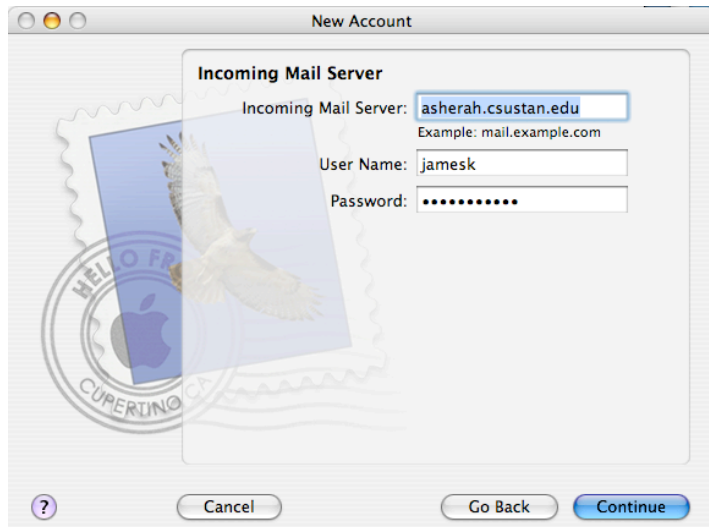


Using the Setup Wizard

1. On the Welcome to Mail screen, click Continue.
2. On the General Information screen enter the following information and press Continue:
 - a. Account Type: IMAP
 - b. Account Description: webmail
 - c. Full Name: Enter your name how you would like it to appear on messages you send out.
 - d. Email Address: Enter your @csustan.edu email address



3. On the Incoming Mail Server screen enter the following information and then click Continue:
 - a. Incoming Mail Server: asherah.csustan.edu
 - b. User Name: your user name is the first part of your email address before the @csustan.edu
E.g. James has the email address jamesk@csustan.edu so his user name is just jamesk
 - c. Password: Enter your password if you would like the Mail program to remember your password and not prompt you for it when you try to access your mail.



4. On the Incoming Mail Security screen, leave it at the default settings and click Continue.

5. On the Outgoing Mail Server screen enter the following information and then click Continue:
 - a. Outgoing Mail Server: asherah.csustan.edu
NOTE: If you are setting this up on a computer off campus you will need to use the Outgoing Mail Server (SMTP) and settings of your internet service provider (ISP).
 - b. Leave the Use Authentication box unchecked.

6. You will now see the Account Summary; it should look similar to this example unless you are using your ISP's Outgoing Mail Server information. Click Continue, and then Done to complete the setup.

NOTE: With this configuration your messages are kept on the server. You can login to the web access and also be able to access your messages.

There is a bug in Mail that will not save your sent messages so if you wish to retain a copy, include your email address in the CC.

