

Mac OS X Mail email settings "cheat sheet"

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Summary

You can print (or copy and paste to a text document) and fill out the following "cheat sheet" to record your email provider's settings. This sheet can make it easier for you to configure Mail in Mac OS X, or if you contact your provider.

Products Affected

Mail

Email account settings for my Mac

General settings

Full name: _____

Your name as would like it to appear on messages you send.

My email address: _____ @ _____ . _____

Such as brendan12345@sample.com.

My email provider: _____

The name of your provider, such as .Mac, Yahoo, Gmail, Comcast, AOL, and so forth.

Incoming mail server settings

Account type: POP IMAP Exchange .Mac

Incoming mail server hostname: _____

Such as mail.sampleserver.com

Username: _____

Password: _____

Incoming server port number: ____

Incoming server authentication method:

Password MD5 NTLM Kerberos

Incoming mail server supports Secure Sockets Layer (SSL)?

Yes No

Outgoing mail server settings

Outgoing server hostname: _____

Such as smtp.sampleserver.com

Outgoing server port:

25 465 587 Other: ____

The outgoing mail server supports Secure Sockets Layer (SSL): Yes No

Outgoing server authentication type:

Password MD5 NTLM Kerberos

Outgoing server requires a username and password: Yes No

If yes, username: _____ password: _____

Can these settings be used from any Internet connection?: Yes No

If you use your ISP's own email service (instead of a third-party such as Gmail), sometimes it may not work if you roam to another Internet access point, such as a cafe with wireless Internet. Check with your email provider that the settings they give you will work if you plan to roam.