

Setting up Mail in Mac OS X

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Summary

It's easy to set up and begin using Mac OS X's Mail application.

Note: If you entered your email account information when you registered Mac OS X, you don't need to set up Mail again.

Products Affected

Mail, Mac OS X 10.4, Mac OS X 10.3, Mac OS X 10.2, Mac OS X 10.1, Mac OS X 10.0, Mac OS X 10.5, MobileMe

How to set up Mail for MobileMe email

If you've got a MobileMe account, you can easily use Mail to [send and receive messages](#).

How to set up Mail

Tip: For Mac OS X 10.4 or later setup information, see this page, and also this one.

First, gather some information about your email account. Your Internet service provider or network administrator provides the information:

- Type of email account you have (IMAP or POP)
- Your email address and/or username
- Your account password
- Mail server ("host") name or names (such as mail.mac.com)
- The protocol the receiving server uses (IMAP, POP, Exchange, for example)
- SMTP password (if required)
- Your sending server's hostname
- Whether or not the sending server uses authentication

You may wish to use this "cheat sheet" for your settings. For some ISPs, you may only need to know your email address and password.

Tip: Some Internet service providers may use one mail server for incoming and outgoing mail. Others may use two servers. If only one server is used, use the same server name twice where it is required by Mail. Examples of names would be "mail.me.com" and "smtp.mac.com".

Next, follow these steps to configure Mail:

Mac OS X 10.4 or later

1. From Mail's **File** menu, choose **Add Account**.
2. Fill out the information in the Account assistant.
3. Optionally, go to Accounts preferences in Mail and change some of the settings that weren't set up by the assistant.

Repeat these steps for any other accounts you want to set up.

Mac OS X 10.3.9 or earlier

1. Open Mail.
2. Choose **Preferences** from the **Mail** menu. If you have not yet set up any accounts, the Mail Setup window appears, and you can skip to Step 7.
3. Click the Accounts icon in the Mail Preferences window.
4. Click Create Account.
5. Choose the correct account type from the pop-up menu.
6. In the Description field, type any name you would like to use to identify the account. This is the name that will appear in your list of accounts.
7. Using the rest of the information you gathered, complete the rest of the fields. If your Internet provider gave you an SMTP password, be sure to click the checkbox to enable the "Use authentication when sending mail" option. If your Internet service provider does not require this, simply leave the two fields below the checkbox empty.
8. If desired, click the Account Options tabs to change the default account behavior.
9. Click OK when you are finished.

If you've set things up but can't seem to receive or send email, you might need to contact your ISP for assistance, or visit any online help or support websites they offer. For some ISPs, you may need to know all of the above as well as any port numbers the mail servers use, a path prefix for your IMAP server, whether or not your receiving and sending servers use SSL/TLS, and so forth.

How to remove an account

These steps will remove an email account from the Mail application.

Tip: Before removing an account in Mail, save any messages you don't want to erase in a different location, such as the desktop or the On My Mac mailbox. If you are switching from a POP account to an IMAP account, set up the IMAP account first, then drag messages you want to save from the POP mailbox(es) to the IMAP mailbox(es), before deleting the POP account.

1. Choose **Preferences** from the **Mail** menu.
2. Click Accounts.
3. Select the account you want to remove/delete.
4. Click the "-" button (or Remove if you see it).

How to import messages and addresses

You can import mail from [another Mac email application](#), from a [Windows PC](#) or other computer, and your contacts into [Address Book](#).

Additional Information

For additional information, see these articles:

- Mac OS X Mail: How to Get Email From Several Accounts
- Mac OS X Mail: How to Customize Toolbars in Mail and Address Book
- Mac OS X Mail: How to Organize Email Accounts and Mailboxes



Still need help? Speak to an Apple Expert

Arrange a phone call with one of our Apple Experts who specializes in your exact question. Talk to us now or later at your convenience. We'll even call you.

Get started

NOTE: Callbacks are currently only available for U.S. and Canada phone numbers.