

Email Client Setup Manual (MacMail)

Version 1.0

Aug 1 2018

Contents

1 . Introduction	3
1 - 1 . Purpose of This Document	3
2 . Email Software Setup Procedure (MacMail)	4
2 - 1 . Adding Account (MacMail)	6
2 - 2 . Setting Up Outgoing Email Server (MacMail)	8

1 . Introduction

1 - 1 . Purpose of This Document

This document is targeted at the Office 365 users to describe how to use the email service.

- ※ Screenshots used in this manual were valid as of the creation date of this manual (June 12 2018).

■ Characteristics of POP and IMAP

Two major protocols to receive emails are POP and IMAP. Each has the following characteristics:

<IMAP>

This protocol “connects to the server and read emails on the server.”

Since the email data itself resides on the server, emails can be read from multiple PCs. However, once connection with the server is lost, you cannot read them.

In addition, when a large number of emails are manipulated (e.g., moved or copied) at once, the server is put under a heavy load and its response may get slow. Divide a large amount of emails into small batches when manipulating them.

<POP>

This protocol “downloads emails from the server and reads them on the PC.”

Emails are moved to the PC (in a folder of the email software) once received, and deleted from the server unless you specify to leave received emails on the server.

Therefore, if the PC goes faulty, downloaded emails can be lost forever.

In addition, if the same email address is used on multiple PCs, emails received on one PC may not be viewed on another PC.

If you are using the same email address from multiple locations (e.g., university and home), it is recommended to use IMAP or WebMAIL.

2. Email Software Setup Procedure (MacMail)

■ Overview

This chapter describes how to set up the email software, using **MacMail** under the **OS X Sierra** environment.

* The OS X version is 10.12.6.

■ Note

Ensure that you are connected to the Internet before starting the procedure.

■ Names

In this chapter, the email software of Mac OS X “**Mail**” is referred to as “**MacMail.**”

* “**MacMail**” is also referred to as “**Apple Mail,**” “**Mail.app,**” and “**Mail.**”

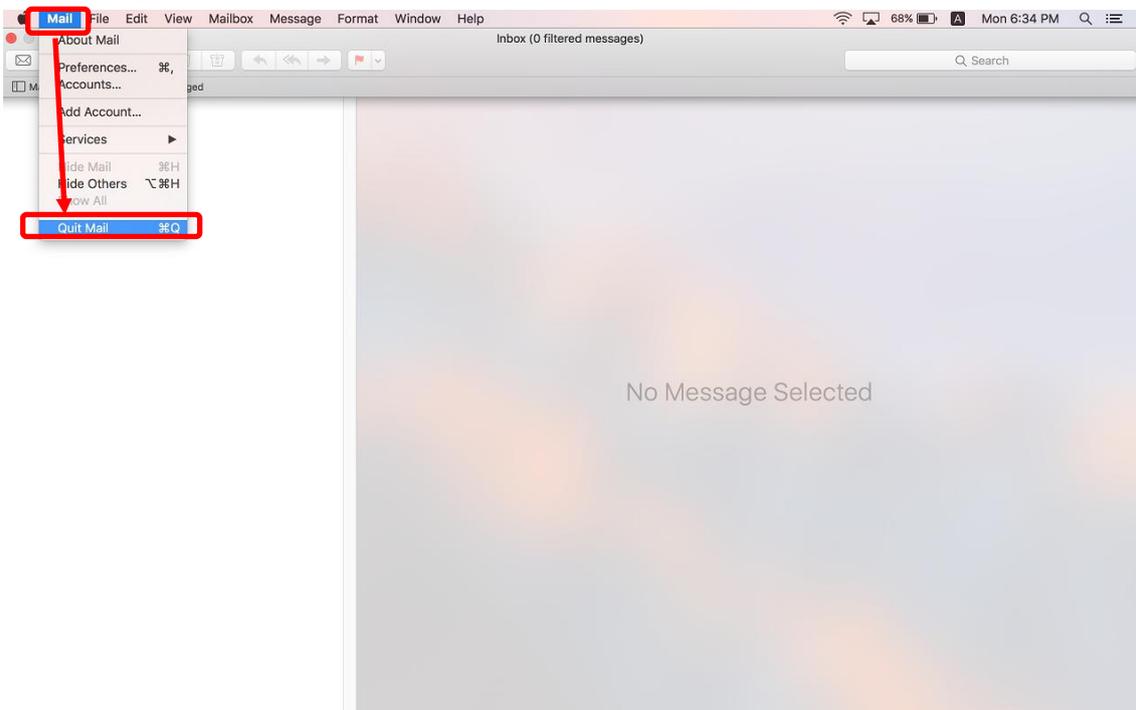
■ Launching MacMail

Launch MacMail (Mail) from the Dock icon.



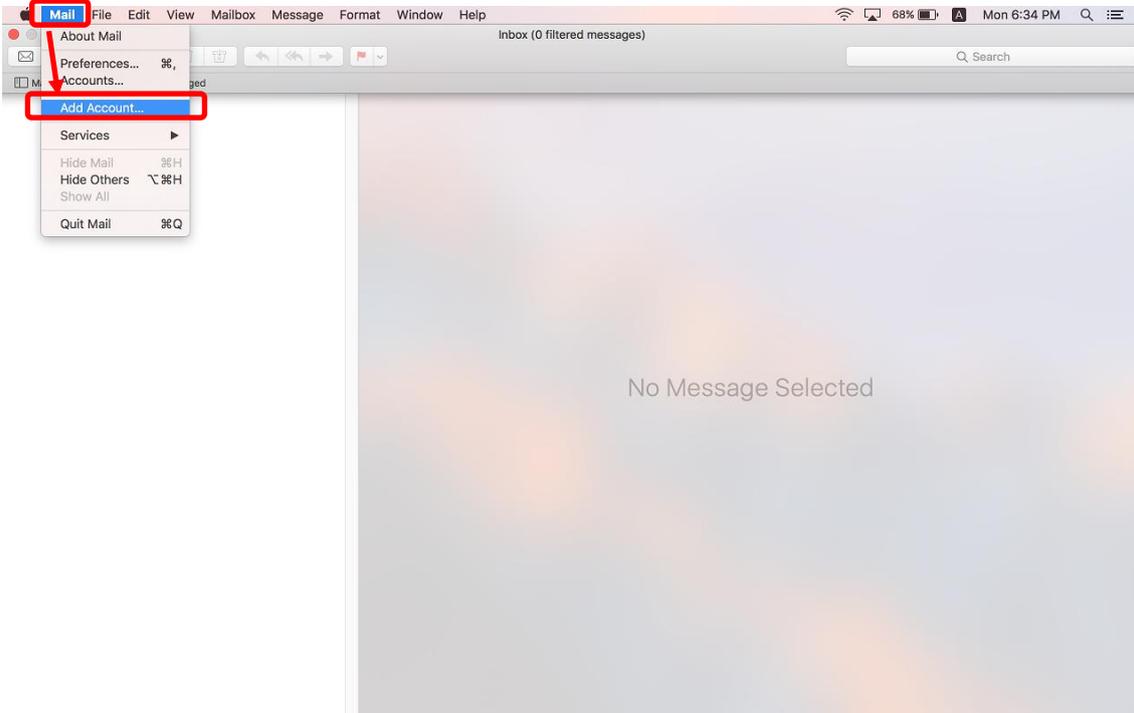
■ Exiting MacMail

Choose [Quit Mail] from [Mail] on the menu bar.

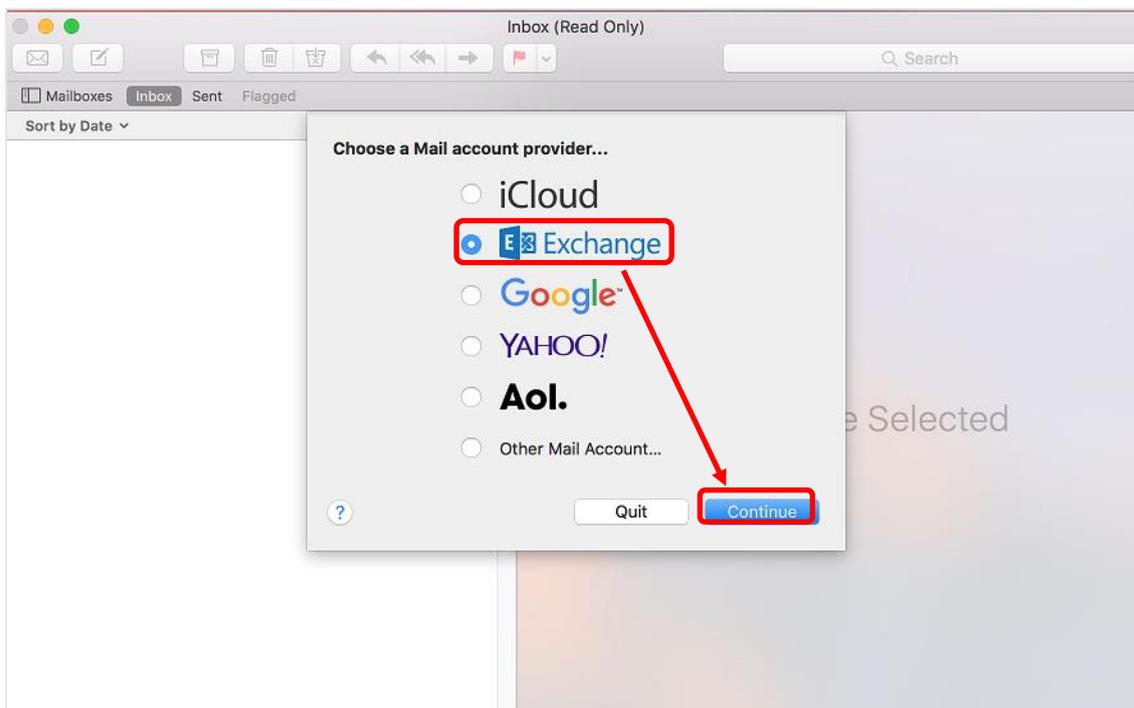


2 - 1 . Adding Account (MacMail)

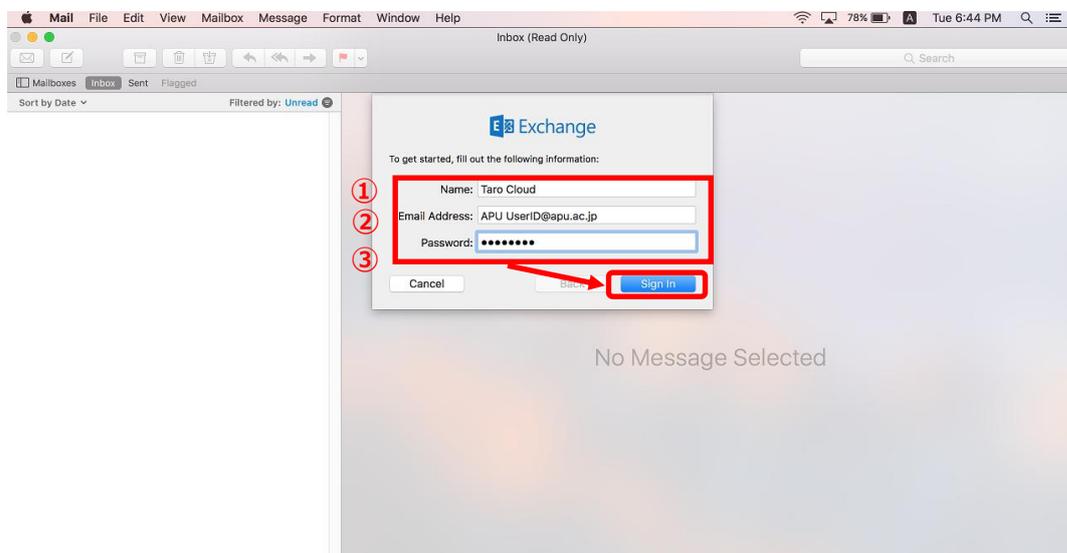
(1) Launch MacMail and choose [Mail] and [Add Account...].



(2) Choose [Exchange] and click [Continue].



(3) Configure the email account settings and click [Sign in].

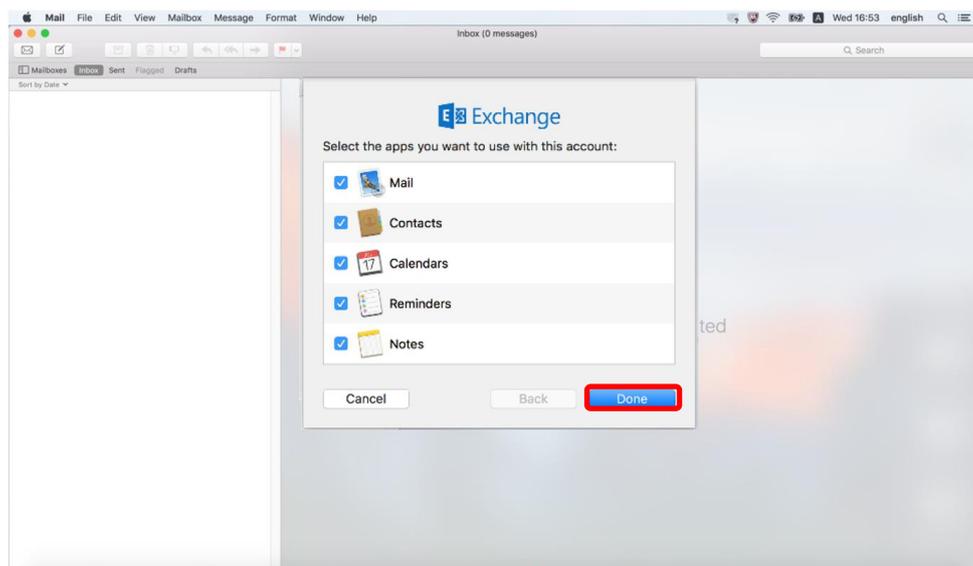


① Name	An arbitrary text string (This will be the sender.)
② Email Address	Your email address (Also enter the string following "@.")
③ Password	Your password

(4) Click [Done].

* [Mail], [Contacts], [Calendars], [Reminders], and [Notes] are synchronized with Office 365 if checked.

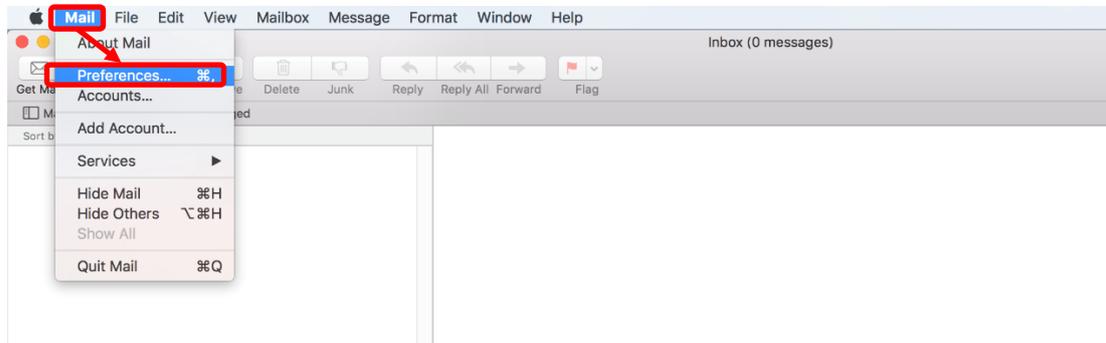
* It is recommended to check all items ([Mail] cannot be unchecked).



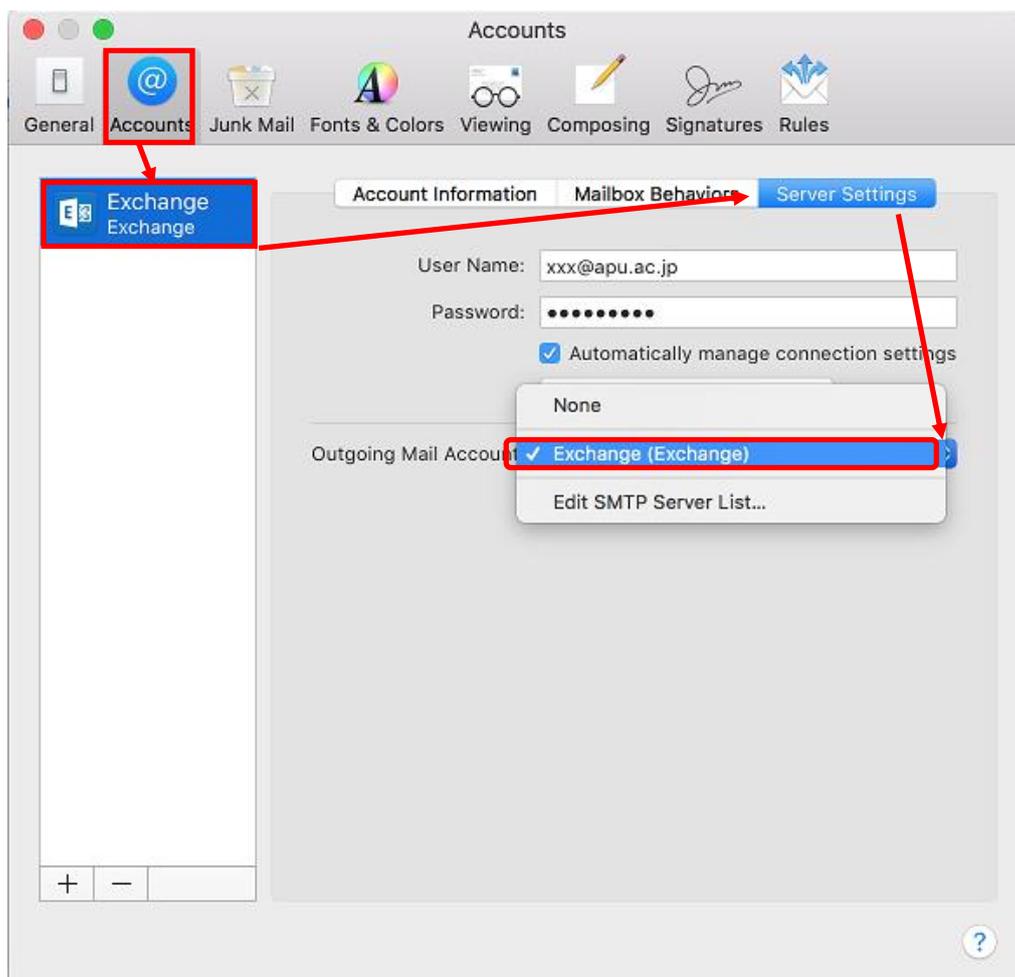
This concludes addition of the account.

2 - 2 . Setting Up Outgoing Email Server (MacMail)

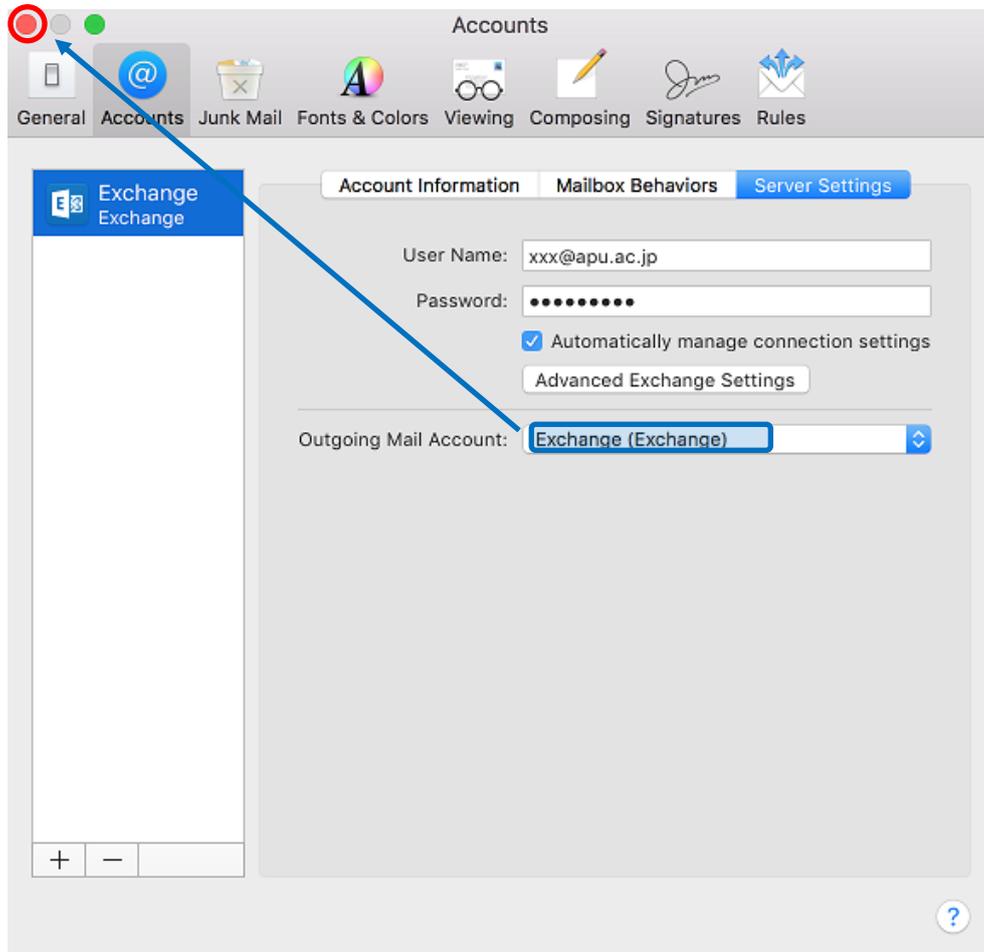
(1) Click [Mail] - [Preferences...].



(2) Click the [Accounts] icon and choose [Exchange]. Click the [Server Settings]. Change the “Outgoing Mail Account” setting to [Exchange (Exchange)].



Ensure that [Exchange (Exchange)] is selected, and click [x].



This concludes setting of the outgoing email server.