Click the Mail icon in the Dock.

Click “Continue” in the “Welcome to Mail” window.

Select “IMAP” for Account Type.

Enter your full name and e-mail address, then click “Continue.”

Enter your username and password, then click “Continue.”

Enter the incoming mail server: mail.mtholyoke.edu

Enter the outgoing mail server: smtp.mtholyoke.edu, then click “Continue.”

At the “Account Summary” window, click “Continue.”

At the “Conclusion” window, click “Done.”

At this point, the Mail client will open to your account.

From the Mail menu, select “Preferences.”

Choose Accounts – Advanced.

Enter the IMAP Path Prefix: mail/

Close the “Accounts” window.

Notes:
The outgoing mail server: smtp.mtholyoke.edu will only work from ON campus. If you are accessing the internet through another service provider, such as while on a home computer, then you will need to change/set the outgoing mail server to something else then the MHC server. Your internet service provider will be able to provide you with that server name.