

# Configuring OSX Mail

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*(Revised 6/05 by P.N.)*



- 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 the incoming mail server: mail.mtholyoke.edu
- Enter your username and password, then click “Continue.”
- 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.

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## 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.