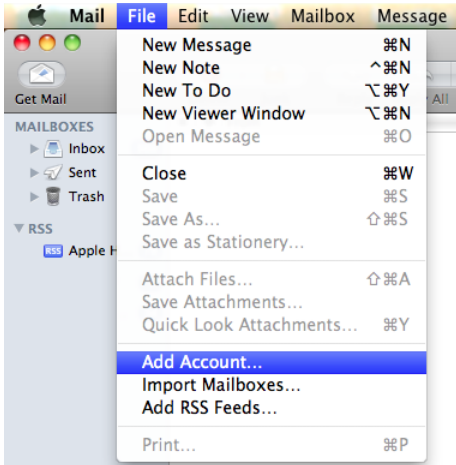


# How to Configure your ScalIT IMAP E-Mail with Apple Mail

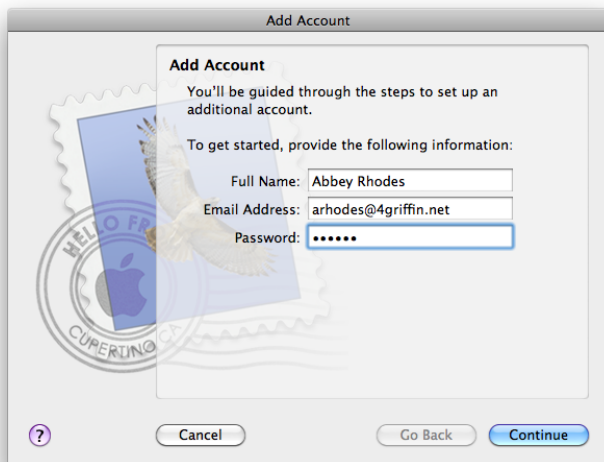
## Step 1

In Apple Mail, from the menus at the top of the screen, select “File,” then “Add Account...”



## Step 2

On the dialogue box that opens, enter your Full Name, Email Address, and Password in the appropriate boxes, then press the “Continue” button.



### **Step 3**

On the screen labeled “Incoming Mail Server,” do the following:

1. Select “IMAP” from the “Account Type” dropdown box.
2. In the “Description” field, type “ScalIT IMAP”
3. In the “Incoming Mail Server:” field, type “mail.scalit.net”
4. In the “User Name” field, enter your complete email address
5. In the “Password” field, enter your password
6. Press the “Continue” button



## **Step 4**

On the screen labeled “Outgoing Mail Server,” do the following:

1. In the “Description” field, type “SMTP ScalIT”
2. In the “Outgoing Mail Server:” field, type “mail.scalit.net”
3. Check the “Use only this server” checkbox
4. Check the “Use Authentication” checkbox
5. In the “User Name” field, enter your complete email address
6. In the “Password” field, enter your password
7. Press the “Continue” button



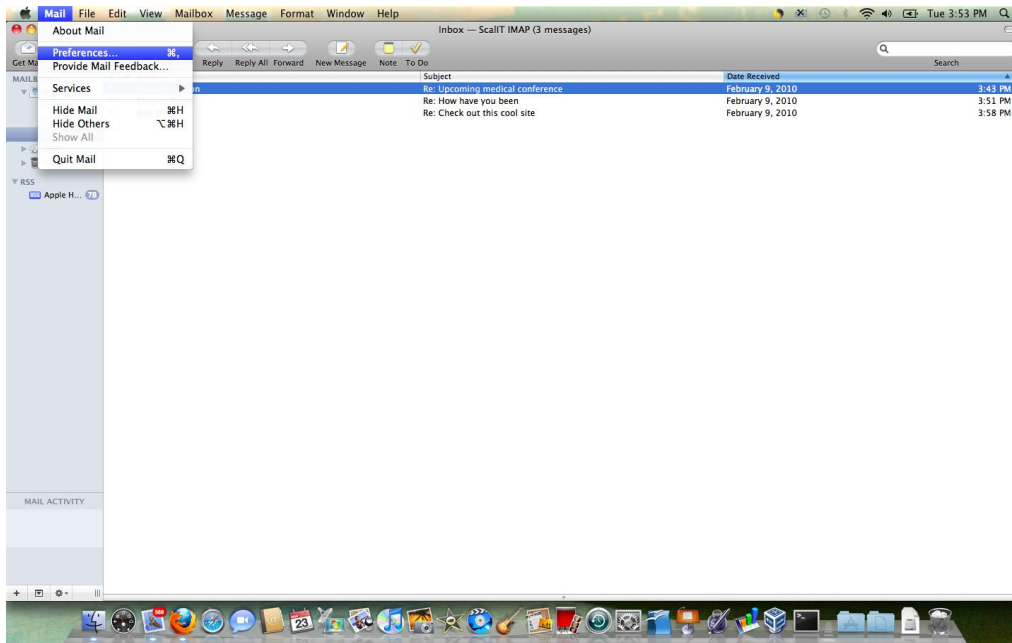
## Step 5

Check your resulting “Account Summary” screen to make sure everything was entered correctly, then press the “Create” button.



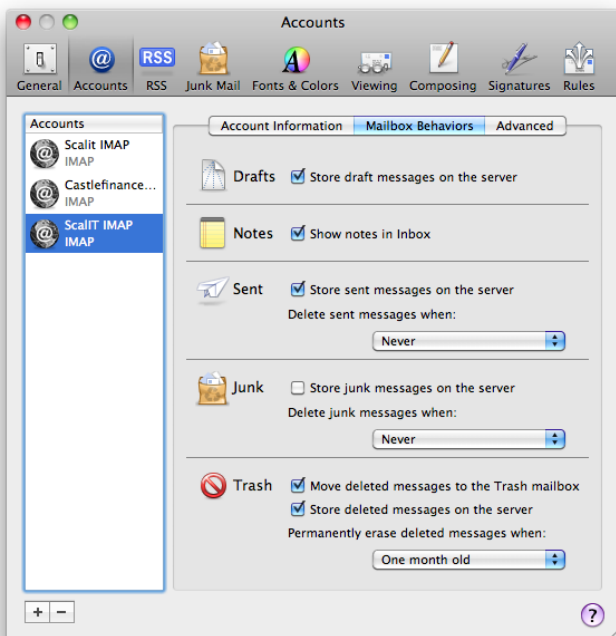
## Step 6

In Apple Mail, from the menus at the top of the screen, select “Mail,” then “Preferences”



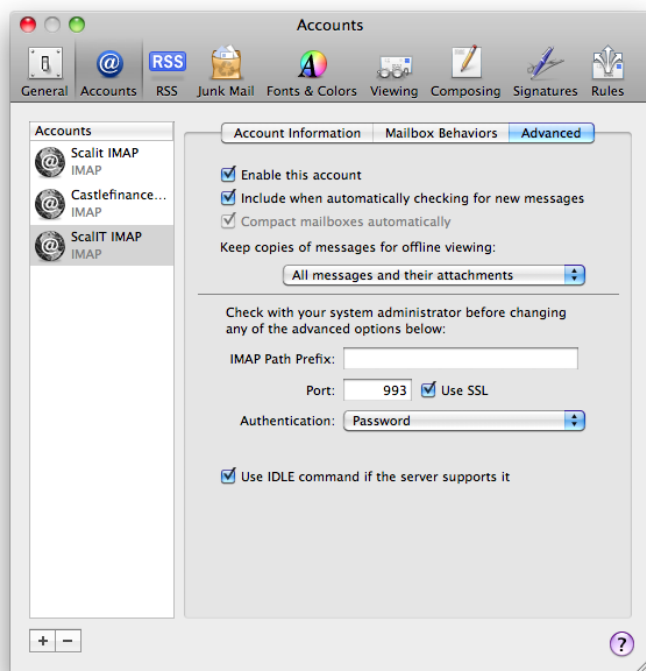
## Step 7

1. In the resulting dialogue box, select the “Accounts” icon at the top, then click on the email account you just created on the left side
2. Click “Mailbox Behaviors” for this box
3. Make sure the settings look like those in the provided image



## **Step 8**

1. Now click on the “Advanced” button for this account
2. Make sure “Port” has “993” for the port number
3. Check the “Use SSL” checkbox
4. From the “Authentication” dropdown list, select “Password”
5. Make sure the settings look like those in the provided image



Finally, close this dialogue box.

Congratulations! You have just configured Apple Mail for your new e-mail account.



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Fits Your Business*

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