

June 2010

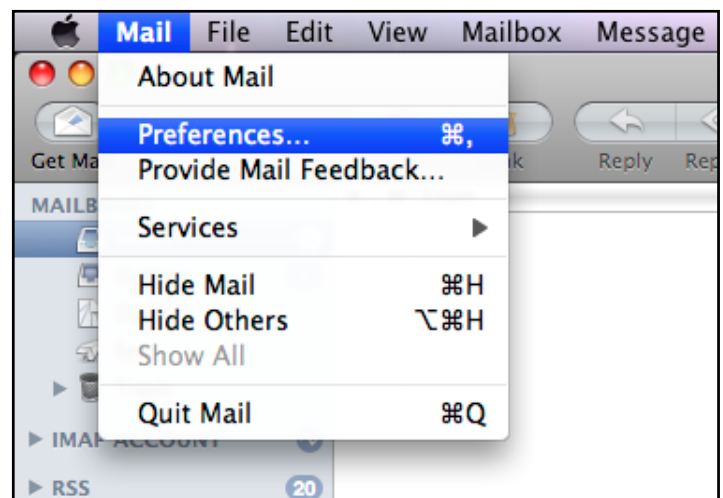
Configuring Apple Mail to access MyUMB Mail email (IMAP)

Before you configure Apple Mail, please decide whether you want to access your myUMB Mail email account using a POP3 or IMAP connection.

POP (POP3)	IMAP
Messages are downloaded to your computer.	Keeps your messages on the myUMB Mail server.
It's not necessary to stay connected while reading messages.	Must stay connected to the myUMB Mail server while reading/sending messages.
Since messages are stored on your computer, they do not count against your quota.	Since messages are stored on the myUMB Mail server, they count against your quota.
You cannot read mail from any folder in your account other than your Inbox folder.	You can read and manipulate mail in any folders in your account.
You can manipulate messages and folders on your computer at any time (even when disconnected). However, those folders are not available elsewhere.	Messages can be arranged in folders on the myUMB Mail server, which are then available from any location.
Once messages are downloaded to your computer, they are not longer accessible from other locations or myUMB Mail.	Since messages are stored on the myUMB Mail server, they are still accessible through other IMAP mail clients or myUMB Mail.

We recommend using an IMAP connection (on or off-campus) in order to ensure your mail is available from multiple locations.

1. Open **Apple Mail**
2. Click on **Mail**
3. Select **Preferences**
4. Click on **Accounts** to add a new email account.



5. On the Add Account screen, enter your Full Name, Email Address, and myUMB Password and click on the Continue button.



- On the Incoming Mail Server screen enter the following information and then click the Continue button.

Field	Information Entered
Account Type	IMAP
Description	myUMB Mail
Incoming Mail Server	imap.umaryland.edu
User Name	Your myUMB ID
Password	Your myUMB Password



7. On the Incoming Mail Security screen select **Use Secure Sockets Layer (SSL)** and the Authentication option **Password**. Click on the Continue button

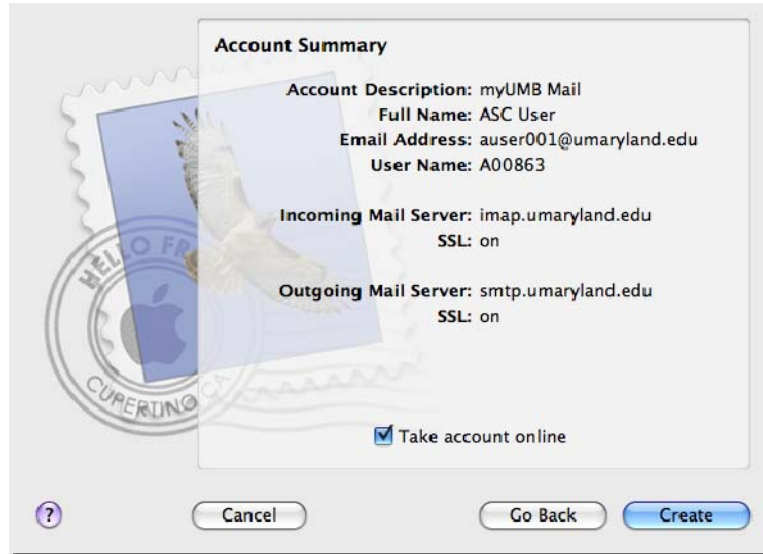


8. On the Outgoing Mail Server screen enter the following information and then click on the Continue button.

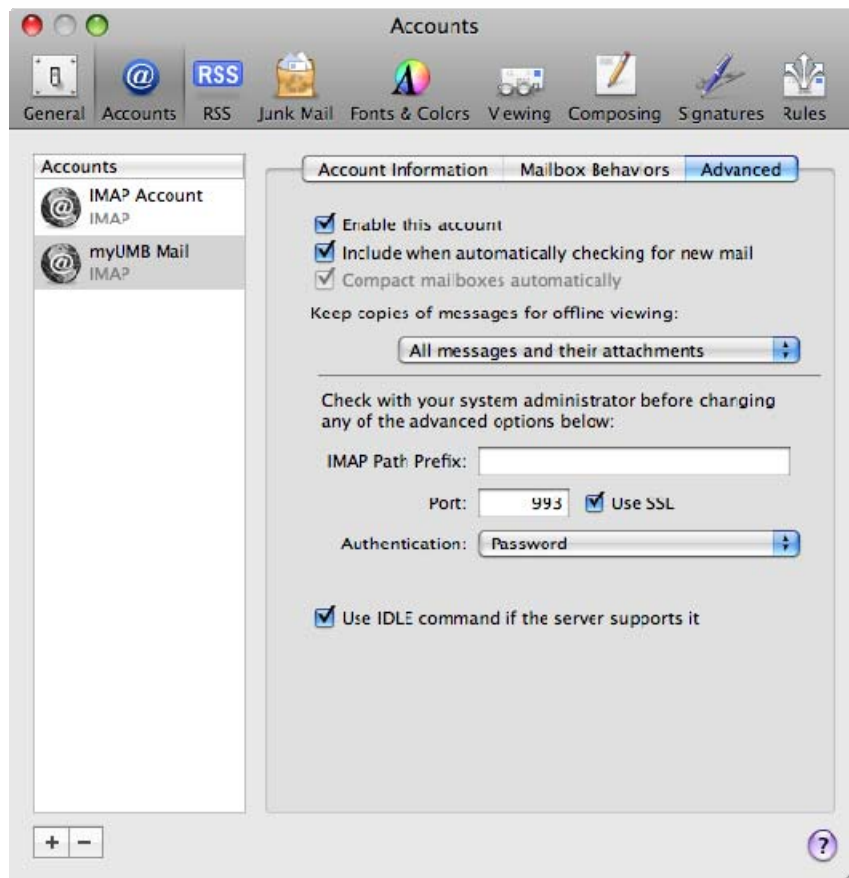
Field	Information Entered
Description	myUMB Mail
Incoming Mail Server	smtp.umaryland.edu
User Name	Your myUMB ID
Password	Your myUMB Password



9. Verify the information displayed in the account summary and click on the **Create** button to create this account.



10. In the Accounts screen select the **Advanced** tab and make sure that “Use SSL” is checked and the Port number is 993.



11. Close the Accounts window and click on the “Get Mail” button.

Congratulations! You have completed configuring Apple Mail to access your myUMB Mail account through IMAP.

Additional Information

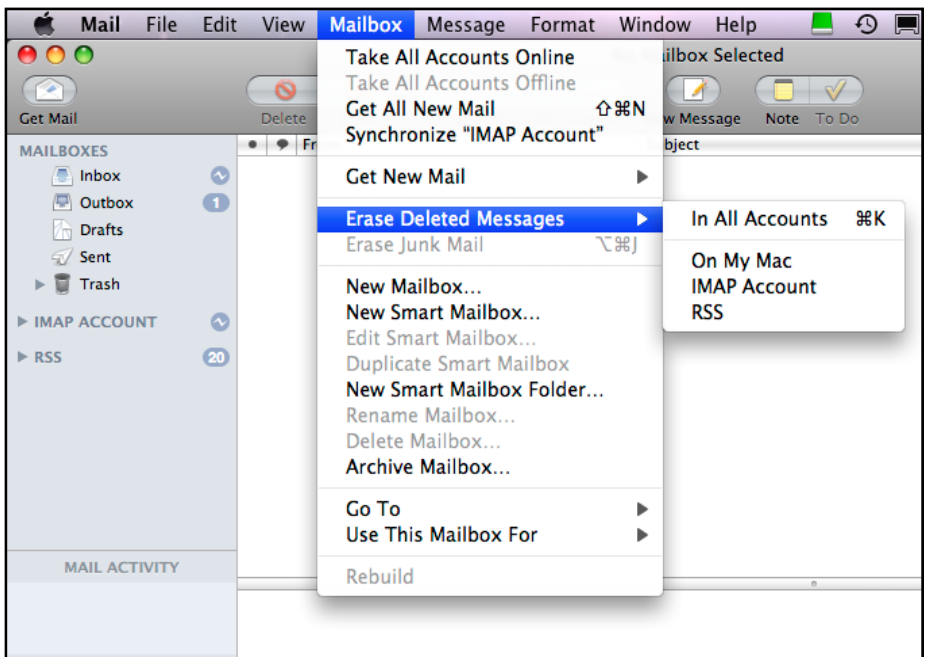
Purging Email messages

There are 2 steps to deleting email messages from Apple Mail when using an IMAP connection: marking the message as “deleted” in Apple Mail and then purging the deleted messages from the MyUMB Mail server.

Here are instructions on how to permanently delete messages from both Apple Mail and myUMB Mail:

1. Click on **Mailbox**.
2. Select the option **Erase Deleted Messages**.
3. Select the account in which you need to permanently delete messages.

If you do not purge deleted items, your account may exceed the allotted amount of storage space for your account. You may lose the ability to send messages, receive new messages, or access your email account through myUMB Mail.



Questions?

For questions on setting up Apple Mail 2003 to retrieve your email, call the IT Help Desk at 410-706-HELP (4357) or send an e-mail to: help@umaryland.edu.