



# MAC Email

Installation and Setup

# MAC Email Client Setup

## To create a new account in Apple Mail

1. Go to **File>Add Account**. This will open the Account Wizard.

**Note:** If you have opened Apple Mail for the first time, the New Account dialog will automatically open.

2. Under General Information, provide the following information.

- **Account Type:** Select either IMAP (mail stored on the server) or POP (mail downloaded to Apple Mail; no copy on the server). IMAP is usually recommended if you plan to access your account from multiple

computers and if you want the server's administrator's to take care of mail backups for you.

- **Account Description:** Enter a name for your new Apple Mail account. This doesn't have to be your email address.
- **Full name:** Enter the name you want to use in your new Apple Mail account - This will show up as the name you send out as.
- **Email Address:** Enter your Zimbra email address.

Click **Continue**.

New Account

**General Information**

Account Type:

Account Description:

Full Name:

Email Address:

? Cancel Continue

3. Under Incoming Mail Server, provide the following information:

- **Incoming Mail Server:** This is typically in the form of **mail.example.com**.
- **User Name:** This is your Zimbra username, including domain.  
For example: **john.doe@example.com**.
- **Password:** This is your Zimbra password.

Click **Continue**.

New Account

**Incoming Mail Server**

Incoming Mail Server:   
Example: mail.example.com

User Name:

Password:

? Cancel Go Back Continue


4. Under Outgoing Mail Server, provide the following information:

- **Outgoing Mail Server:** This is typically the same as your incoming server (mail.example.com).
- **Use Authentication:** Select whether to use authentication when sending outgoing mail. If you choose to use authentication, provide your Zimbra user name and password.

Click **Continue**.

New Account


**Outgoing Mail Server**

Outgoing Mail Server:    
Example: smtp.example.com

Use Authentication

User Name:

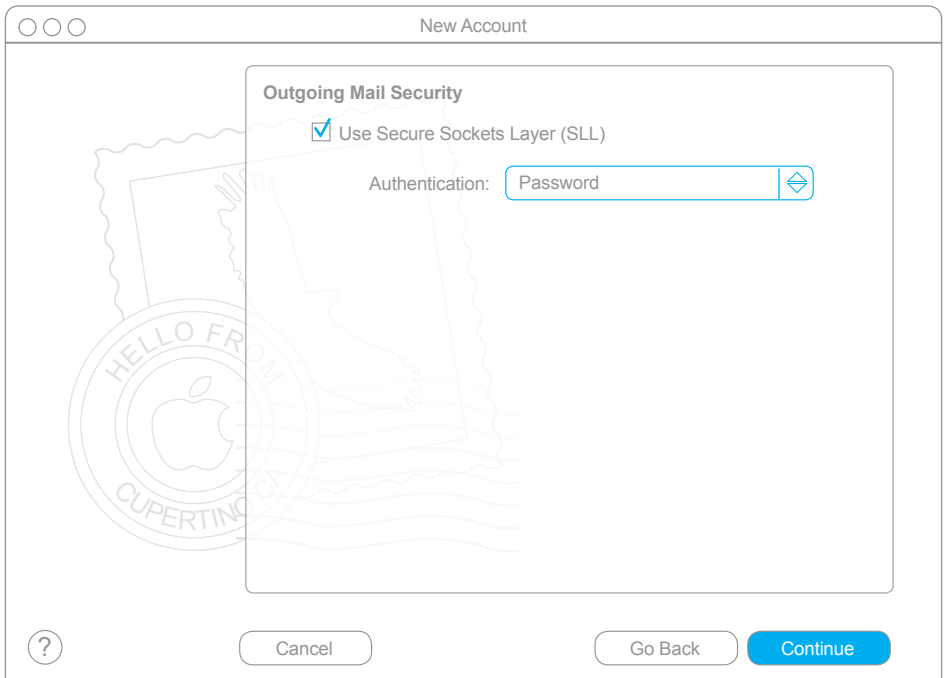
Password:



5. Under Outgoing Mail Security, provide the following information:

- **Use Secure Sockets Layer (SSL):** In the typical case this would be checked. If you check it, select one of the following from the drop-down Authentication list - if you're not sure which one, ask your system/mail/IT administrator.
  - Password
  - MD5 Challenge-Response
  - Kerberos Version 4
  - NTLM
  - Kerberos Version 5 (GSSAPI)

Click **Continue**.



6. Under Account Summary, review your account information. To make corrections, click **Go Back**. When your account information is correct, click **Continue**.

7. Under Conclusion, you can choose to **Import Mailboxes** or **Create Another Account**. If you are finished, click **Done**.

Your account has been created and can now be used to access your Zimbra Mail.

**Please note:** Some older versions of Mac OSX do not work with the above.

## To setup your calendar sync

1. **Calendar > Open Mac Calendar > Preferences > Add account >**

**Account type:** CalDAV

**Username:** johndoe@example.com  
(full email address.)

**Password:** mypassword  
(Email address Password)

**\*Server:** http://mail.example.com/home/johndoe@example.com/Calendar

**\*Retrieving your server address:** This can be retrieved by logging into your webmail and right clicking on your calendar and clicking share. You will then need to right click on the address next to ICS and select copy link address.

**Please note:** Some older versions of Mac OSX do not work with the above.

## To setup your contact sync

1. **Contacts > Mac Address Book > Preferences >**

**Account type:** CardDAV

**Username:** johndoe@example.com  
(full email address.)

**Password:** mypassword  
(Email address Password)

**Server:** mail.example.com:80  
(Name of the server user uses to connect to eg. cms.synaq.com)

**Please note:** Some older versions of Mac OSX do not work with the above.