

RUC Macintosh E-Mail Setup

1. Click the E-Mail icon on the task-bar.



2. If this is your first time using Mail, the Welcome to Mail dialog will appear. Type your name in the Full Name box. If the Welcome to Mail dialog does not appear skip to step 10.

A screenshot of the 'Welcome to Mail' dialog box. The title bar says 'Welcome to Mail'. Below the title bar is a small icon of an envelope with a bird. To the right of the icon is the text: 'You have no email accounts configured to use Mail. Please enter the following information to send and receive email.' Below this text are several input fields: 'Full Name: John Doe', 'Email Address: jdoe@rucls.net', 'Incoming Mail Server: mail.rucls.net', 'Account Type: POP' (with a dropdown arrow), 'User Name: jdoe', 'Password:,', and 'Outgoing Mail Server (SMTP): mail.rucls.net'. At the bottom left is a question mark icon, and at the bottom right are 'Quit' and 'OK' buttons.

3. Type your e-mail address in the Email Address box.

4. For both the Incoming Mail and Outgoing Mail boxes, fill in:
mail.rucls.net.

5. After you have filled in the Incoming and out going server boxes, enter your username and password in the spaces provided.

6. Verify that the Account Type is set to POP. Click OK to continue.

7. You will be prompted to import mail from other clients. Click no unless you wish to import other mail.

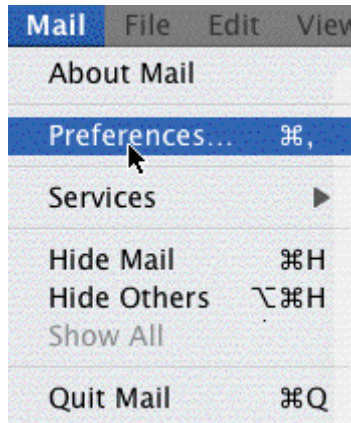


8. You are prompted to take a tour, click yes to take it, or click no to skip the tour.

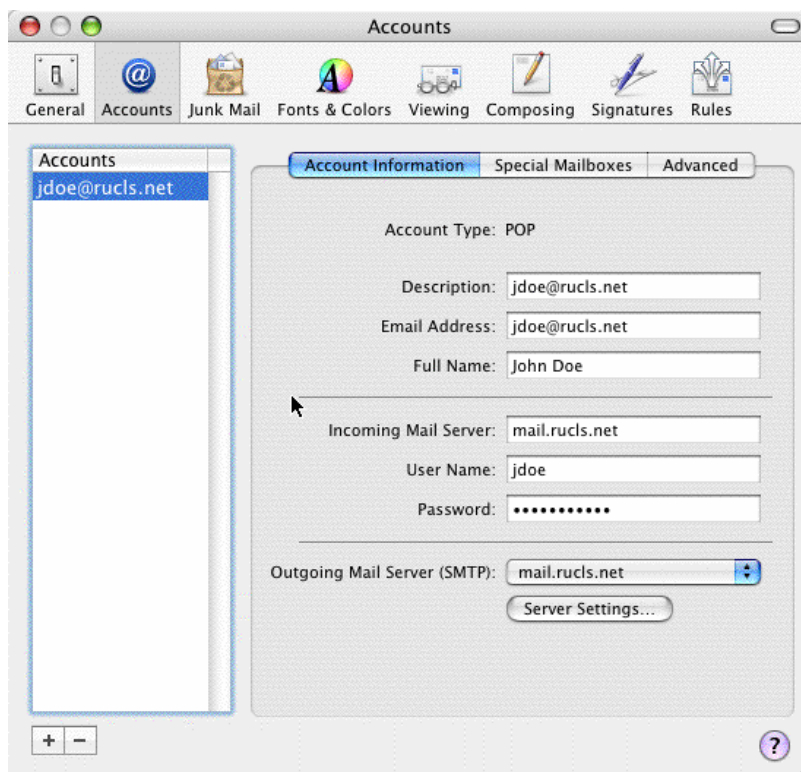


9. You Are Now Finished.

10. (Only complete the following instructions if the Welcome to Mail screen does not display when you open Mail) If Mail opens directly to the Inbox, Click Mail on the top menu bar and click preferences.



11. Fill in the information given in step 2 following the example below.



12. Click the red button on the dialog box title bar. The box will disappear and your inbox will be visible. You are now finished.

Thank you for your cooperation.

New benefits to you:

- Receive up to 5 email accounts
- Receive 30M of email inbox space

Please contact our

Help Desk
at 768-HELP

if you are having difficulty.

Thank you.