

IMAP for Apple Mail, Version 3 (Leopard OS)

Setting up Apple Mail to access UTSA Exchange e-mail

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Apple Mail 3.0 (Leopard)

1. Click **Mail > Preferences...**
2. On the **Accounts** tab, click the **+** button to add a new account.
3. Fill in the new window with the following information:
 - o Full Name: [First Last]
 - o E-mail Address: your full e-mail address [**first.last@utsa.edu**]
 - o Password: your UTSA network ID account password
 - o Important: You must **deselect** the box next to **Automatically set up account**, if that box exists.
4. Click **Create**.
5. Fill in the following **Incoming Mail Server** information:
 - o Account Type: Select **IMAP**
 - o Incoming Mail Server: Change to **imap.utsa.edu**
 - o User Name: Enter your UTSA network account ID in the form **abc123@utsarr.net**
 - o Password: Enter your UTSA network password
6. Click **Continue**.
7. Enter the following **Outgoing Mail Server** information:
 - o Outgoing Mail Server: **smtp.utsa.edu**
 - o Use Authentication: selected
 - o User Name: Enter your UTSA network account ID in the form **ABC123@utsarr.net**
 - o Password: Enter your UTSA network password
8. Click **Continue**.
9. Review your Account Summary, and click **Create**.