

Mac Mail IMAP Setup

Configuring HWS e-mail account

6/3/2009

To access HWS e-mail using IMAP in Mac Mail, follow the steps below:

1. Open Mac Mail, enter your name, HWS e-mail address, and password in the **Welcome to Mail window**, and click **Continue**.
2. In the **Account Type** menu, choose **IMAP**.

Enter a name for the account in the **Description** field.

Enter the incoming mail server, **webmail.hws.edu**

Click **Continue**

3. Enter the outgoing mail server, **webmail.hws.edu**

Check the **Use Authentication** box and verify your username and password are correct.

Click **Continue**

4. On the **Account Summary** page, verify that all information matches what you have entered and that **SSL is on** for the incoming and outgoing mail servers.

Click **Create** to begin using your HWS e-mail.

If you have any trouble with the above process, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.