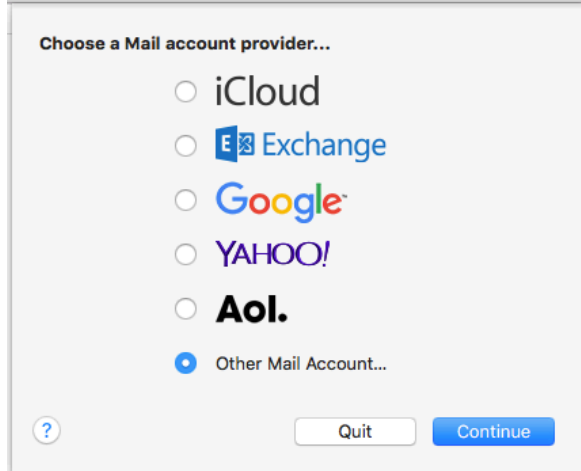


These instructions will take you through the correct server settings for Apple Mail for El Capitan (OS X 10.11).

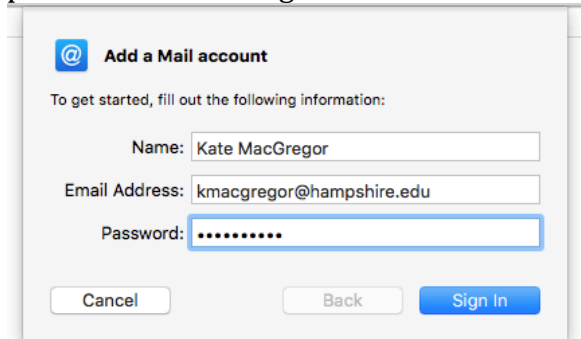
1. If you have previously set up an account in Apple Mail, select the Mail→Preferences menu item and then click on “Accounts.” Use the “+” sign at the bottom of the account list to add a new account.

If you have no accounts set up in Apple Mail you will be automatically brought to step 2 when you start up the Mail app.

2. Choose “Other Mail Account...” and then “Continue.”



3. Fill in your name as you like it to appear, and then your email address and password. Select “Sign In.”



--continued on next page--

4. Your Email Address should be correct, but if your username is different than your email address, as in the picture below, you should enter your correct username in the box. Password will already be entered from the previous screen. The Account Type is IMAP, the incoming server is “mail.hampshire.edu”, and the outgoing server is “smtp.hampshire.edu”. Verify that you’ve typed everything correctly and press “Sign In.”

Email Address: kmacgregor@hampshire.edu
User Name: kmmLO
Password:
Account Type: IMAP
Incoming Mail Server: mail.hampshire.edu
Outgoing Mail Server: smtp.hampshire.edu
Unable to verify account name or password.
Cancel Back Sign In

5. If you’ve entered the correct information you should see:

Select the apps you want to use with this account:
 Mail
 Notes
Cancel Back Done

Keep “Mail” checked. If you would like Notes from your iPhone or iPad to be sent to your email account, keep “Notes” checked. Click “Done.”