

Apple Mail CIS Email Setup

Apple Mail

Open the Preferences window.

Click Accounts, and click the + button in the bottom-left corner.

Select IMAP in the Account Type dropdown.

Enter a friendly name for your email account, like "My CIS Email".

Enter your name and your CIS email address. If you have a mail alias set up, you can use that address here.

Click Continue.

Enter mail.cis.rit.edu and fill in your CIS username and password. Don't use your mail alias here!

Click Continue.

The Incoming Mail Security window should default to good settings. Make sure SSL is not checked, and that Password authentication is selected.

Click Continue.

The Outgoing Mail Server window should also default to good settings. Make sure mail.cis.rit.edu is in the Outgoing Mail Server box.

Make sure Use Authentication is unchecked, and that there is nothing in the User Name and Password fields.

Click Continue, and finish setting up your account.

You may wish to turn on auto-completion for email addresses. To do this, go to Mail -> Preferences -> Composing, and make sure "Automatically complete addresses" is checked.