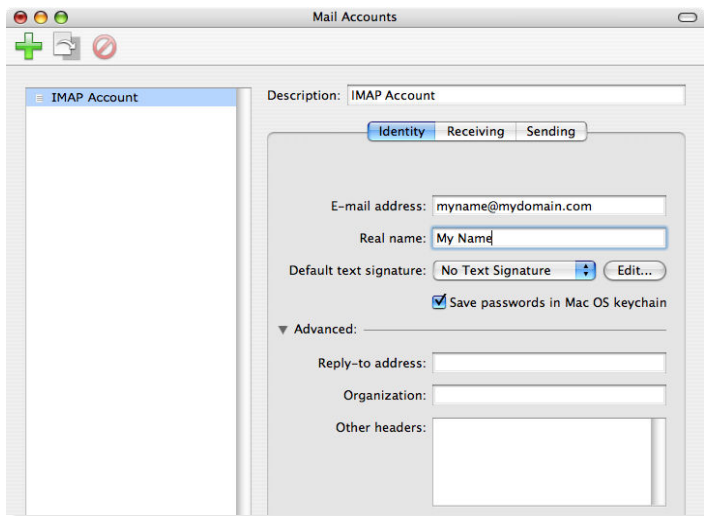


# Setting Up PowerMail® for Mac (Based on version 5.5.2)

**Note:** PowerMail, from CTM Development, is presented as a more powerful alternative to Apple's PowerMail, with a rich array of options to customize your email experiences.

## Setting Up an IMAP Email Account

1. Select [Setup / Mail Accounts](#).
2. To add a new account, click the plus (+) button, located in the upper left corner of the [Mail Accounts](#) window.

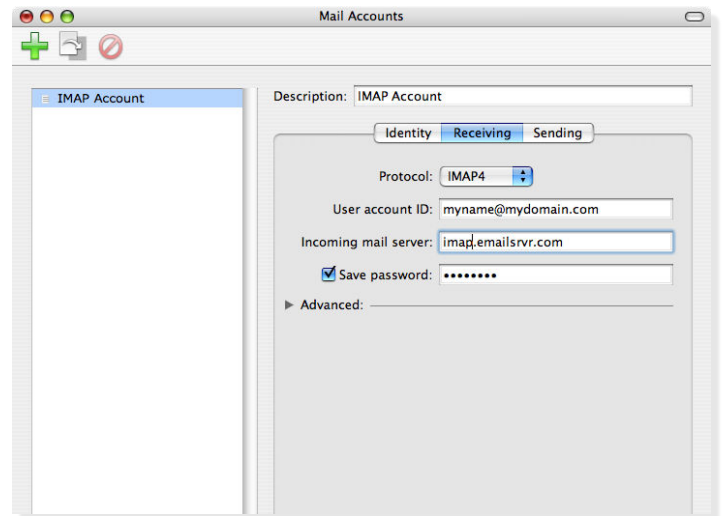


3. Click the [Identity](#) tab to begin the setup process.
4. Enter the following information:
  - Description—Use a phrase that will help you identify this account, such as Home, Work and so forth.
  - Email Address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
  - Real Name—Enter your first and last name. This is the name that will appear in the [From](#) field of messages you send, ahead of your email address.

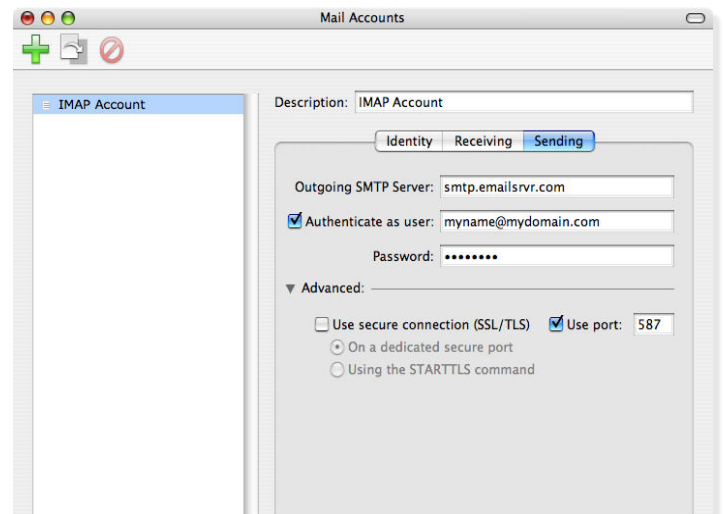
**Note:** If you click [Advanced](#), you will be able to add such elements as a Reply-To address and the name of your company or organization.

5. Click the [Receiving](#) tab to proceed to the next window.
6. Enter the following information:
  - Protocol—Choose IMAP from the pop-up menu.
  - User account ID—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
  - Incoming mail server—Enter the IMAP server name: *imap.emailsrvr.com*

- Save password—Enter the password you created for this email address. The checkbox will be selected automatically.



7. Click the [Sending](#) tab to proceed to the final setup window.
8. Enter the following information:
  - In the [Outgoing SMTP Server](#) box, enter the outgoing (SMTP) server: *smtp.emailsrvr.com*



9. If you have more accounts to configure, repeat the above steps, by clicking the plus sign in the [Mail](#)
- Click the [Authenticate as user](#) checkbox and enter *myname@mydomain.com*
  - In the [Password](#) box, enter the password for your email account.
  - Click the [Advanced](#) tab
  - Select the [Use port](#) checkbox and enter 587.

[Accounts](#) window, and repeat steps two through eight.

10. Close the [Mail Accounts](#) window and click Save to store your new account information.

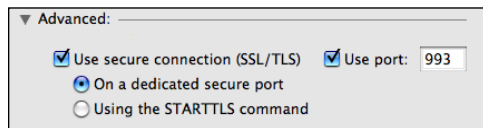
## Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages. It does not, however, secure your messages on their passage from your hosted email servers to other email servers.

1. Select [Setup / Mail Accounts](#).
2. Click once to select your account by its name from the listing on the left of the window.

### To use the secure incoming mail server

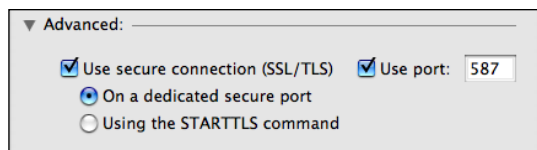
1. Click the [Receiving](#) tab.
2. In the [Incoming mail server](#) box, enter the secure server name: *secure.emailsrvr.com*



3. Click the [Advanced](#) arrow to expand the window to display additional options.
4. Check the [Use secure connection \(SSL/TLS\)](#) box.
5. The number in the [Use port](#) box will change automatically, although you should click it anyway to select it. The secure POP server port is 993.
6. Click [On a dedicated secure port](#) to choose it.
7. Close the [Mail Accounts](#) window and click Save to store your new configuration.

### To use the secure outgoing mail server

1. Click the [Sending](#) tab.
2. Click the [Advanced](#) arrow to expand the window.
3. In the [Outgoing Mail Server](#) box, enter the secure server name: *secure.emailsrvr.com*
4. Check the [Use secure connection \(SSL/TLS\)](#) box.



5. Click [Use port](#) and confirm that port *465* or *587* is selected. If you use port 465, choose [On a dedicated secure port](#). If you use port 587, choose [Using the STARTTLS command](#).
6. Select [On a dedicated secure port](#).
7. Close the [Mail Accounts](#) window.

8. When prompted to save your changes, click [Save](#).

## Creating IMAP Folders

To simplify the organization of your messages, you can create custom folders, which appear both on your Mac and on the remote IMAP server. To create a new remote folder:

1. Select [Connection / Connect](#).
2. From the [File / Folders](#) menu, choose New Folder.
3. Name your folder. This act will create a folder on the server that will also register in PowerMail.

To remove a folder:

1. Select [Connection / Connect](#).
2. Select the folder that you want to remove.
3. Drag the folder into the trash can in your email window, and the folder will be zapped both in PowerMail and on the server.

## Checking for Mail Automatically

1. Select [Setup / Mail Scheduling & Locations](#).
2. Choose the [Default Mailing Schedules and Locations](#).
3. Click [Connect on startup](#) to check your mail as soon as you're online. You will be prompted to select the account for which the schedule applies.
4. Click [Connect every](#) and enter the number of minutes you'd like your messages checked, after which . The standard or default setting for PowerMail is five minutes.
5. Close the [Mail Accounts](#) window.
6. When prompted to save your changes, click the [Save](#) button.

**Note:** PowerMail works best when you have only one or two IMAP accounts, because it can connect to only one such account at a time. If you have several accounts or addresses that you need to access regularly, you will want to consider a different application, such as Apple Mail or Thunderbird.

