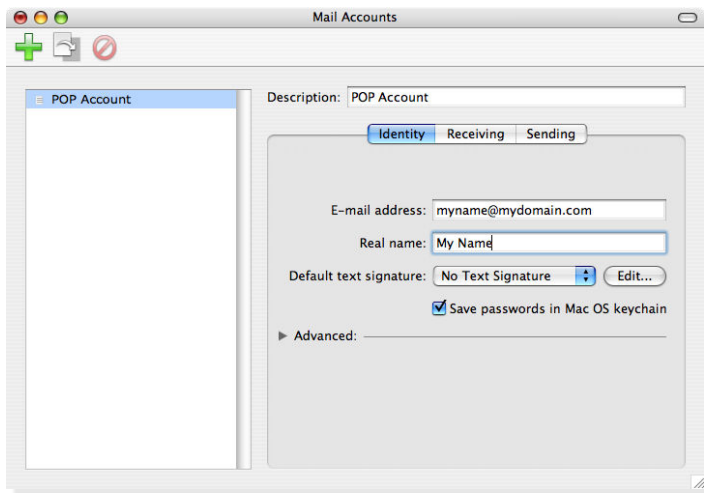# Setting Up PowerMail® for Mac (Based on version 5.5.2)

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 a POP3 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.
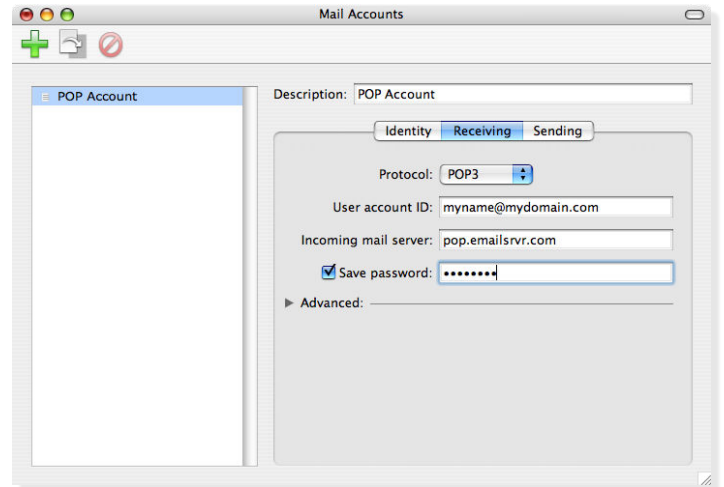
3. Click the Identity tab to begin the setup process.

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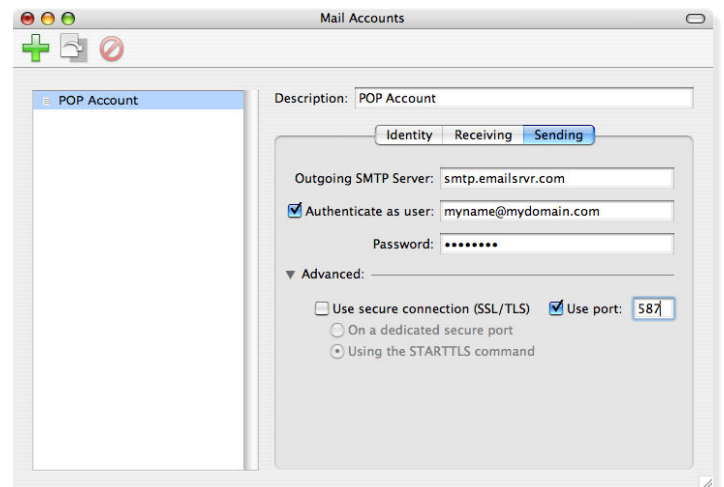
Note: If you click Advanced, you will be able to add such elements as a Reply-To address and the name of your company or organization.

5. Click the Receiving tab to proceed to the next window.

6. Enter the following information:

    • Protocol—Choose POP3 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 POP server name: *pop.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*

    • 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.

9. If you have more accounts to configure, repeat the above steps, by clicking the plus sign in the Mail Accounts window, and repeat steps two through eight.

10. Close the Mail Accounts window and click Save to store your new account information.
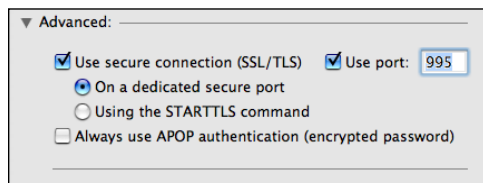
Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your POP3 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.

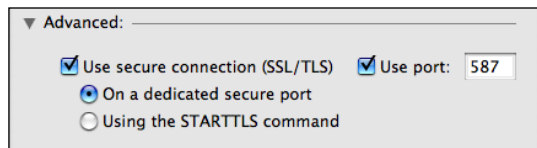### To use the secure incoming mail server

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 995.

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.

Leaving a Copy of Messages on the Server

By default, when you download new messages using

PowerMail, your messages will remain on the hosted server until deleted. If you receive a lot of email, however, the server's mailbox will eventually become filed, so you'll want to set a limit as to how long messages remain there.

1. Select Setup / Mail Accounts.

2. Click once on your account, as it appears in the accounts list.

3. Click the Receiving tab.

4. Click the Advanced arrow to expand the setup window to show additional options.

5. To avoid exceeding your email account's storage limits, be sure that the Delete from server after box is checked.

6. Enter the number of days you want mail to be stored. The default is 30 days, but an active email account is better served by entering seven or 14 days at the most.

7. Close the Mail Accounts window.

8. When prompted to save your changes, click the Save button.

Checking for Mail Automatically

1. Select Setup / Mail Schedulings & 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.