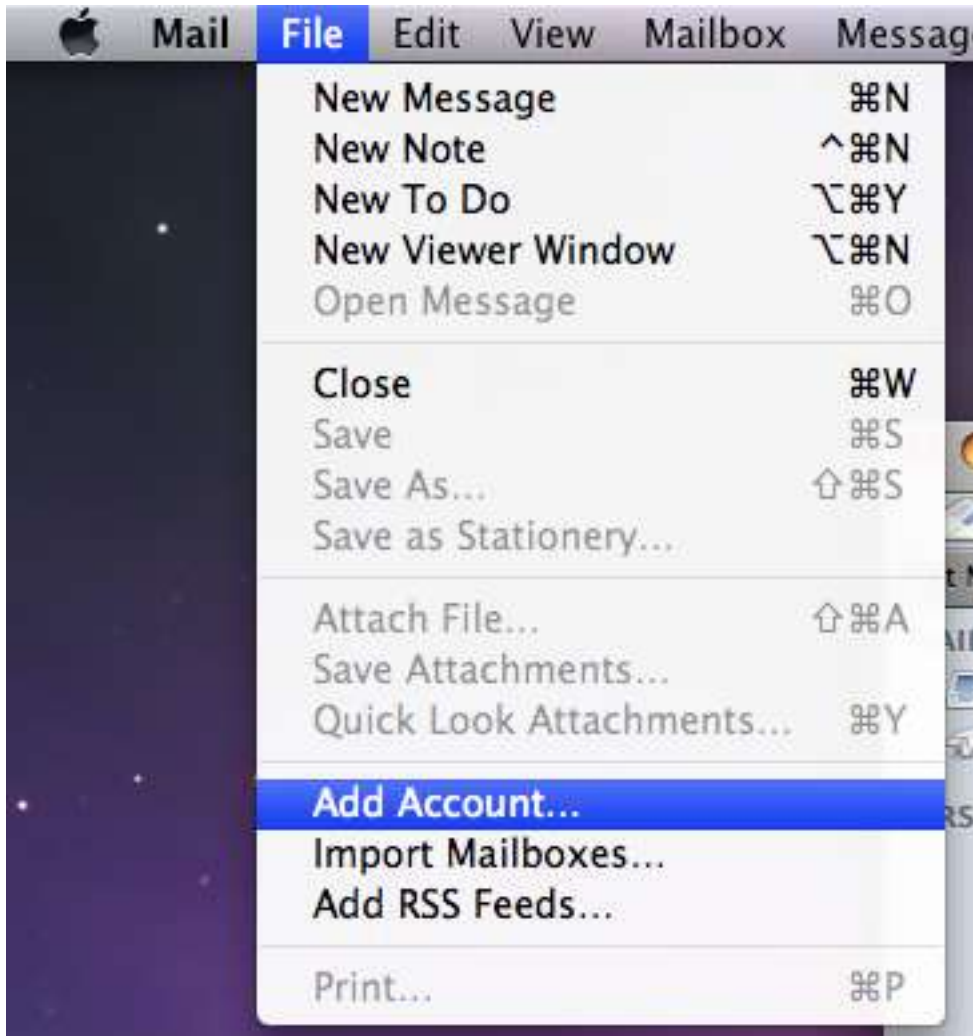


# Adding a Cabrini Account to Mail on OS X 10.5

## Step 1

With Mail open, navigate to the “File” drop down menu and select “Add Account”



## Step 2

At the Add Account screen, enter your Cabrini Email address ([abc123@cabrini.edu](mailto:abc123@cabrini.edu)) followed by your normal Cabrini Password.

**Add Account**

You'll be guided through the necessary steps to set up an additional mail account.

To get started, fill out the following information:

Full Name:

Email Address:

Password:

? Cancel Go Back Continue

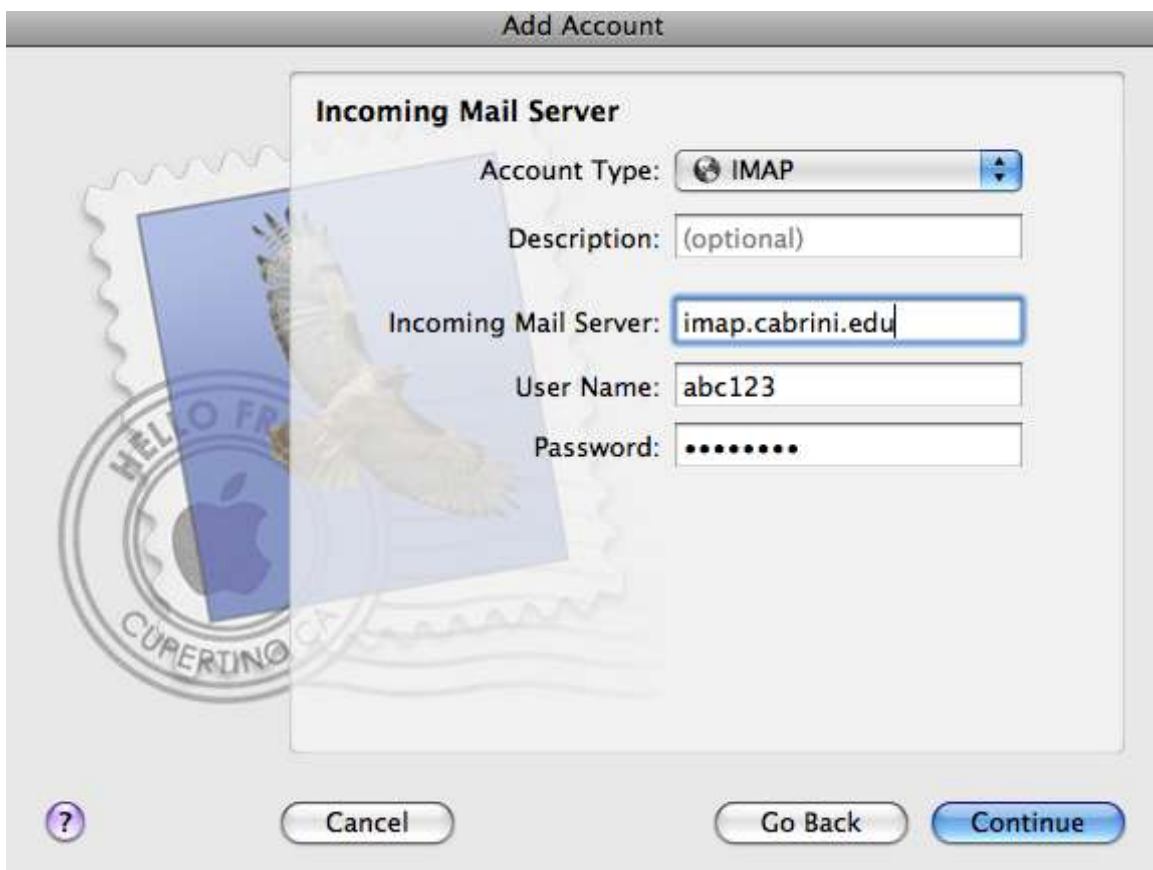
### Step 3

Change the Account Type to IMAP.

For the Incoming Mail Server, use `imap.cabrini.edu`.

Your User Name and password should already be entered correctly.

If you are not able to continue at this step, make sure to double check you have entered your Cabrini User ID and password correctly.



The screenshot shows the 'Add Account' dialog box in macOS Mail. The 'Incoming Mail Server' sub-dialog is active, displaying the following configuration:

- Account Type:** A dropdown menu set to 'IMAP'.
- Description:** A text field containing '(optional)'.
- Incoming Mail Server:** A text field containing 'imap.cabrini.edu'.
- User Name:** A text field containing 'abc123'.
- Password:** A text field with masked characters (dots).

At the bottom of the dialog, there are three buttons: a help icon (question mark), 'Cancel', 'Go Back', and 'Continue'.

## Step 4

Change the Outgoing Mail Server to smtp.cabrini.edu.

Use only this server should remain checked.

User Authentication should remain unchecked.

**Add Account**

**Outgoing Mail Server**

Description: (optional)

Outgoing Mail Server: smtp.cabrini.edu

Use only this server

Use Authentication

User Name: abc123

Password: .....

? Cancel Go Back Continue

## Step 5

If a window asking to Verify the Certificate appears, click “Connect”

If this window does not appear, skip to Step 6.



## Step 6

Your Cabrini Email account should now be added to Mail!

After clicking “Create” you should see your Cabrini account added to Mail.

