

# MAC MAIL

Follow these steps to update a Mac Mail account to send and receive e-mail using CFU's new mail settings.

**Before you start**, make sure your CFU e-mail password is at least eight characters long. If it is less than eight characters, [click here](#) to continue to the screen below. Enter your current CFU e-mail address and password, then the new password of your choice. Enter the scrambled words in the box indicated then click the **Change Password** button.

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### CFU CyberNet E-mail Password Change / Reset

#### Password Change

E-mail address

Current Password

New Password

Verify New Password

**Note:** Passwords must be at least 8 characters long and include either a number or other non-alphanumeric character. You may not use your email address or CFU account number as your password.

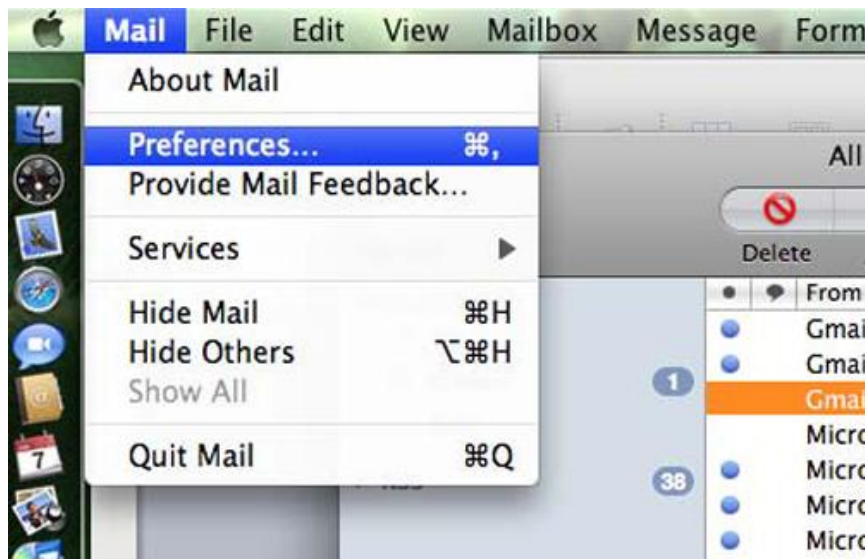
Doctor      yarned

Type the two words:

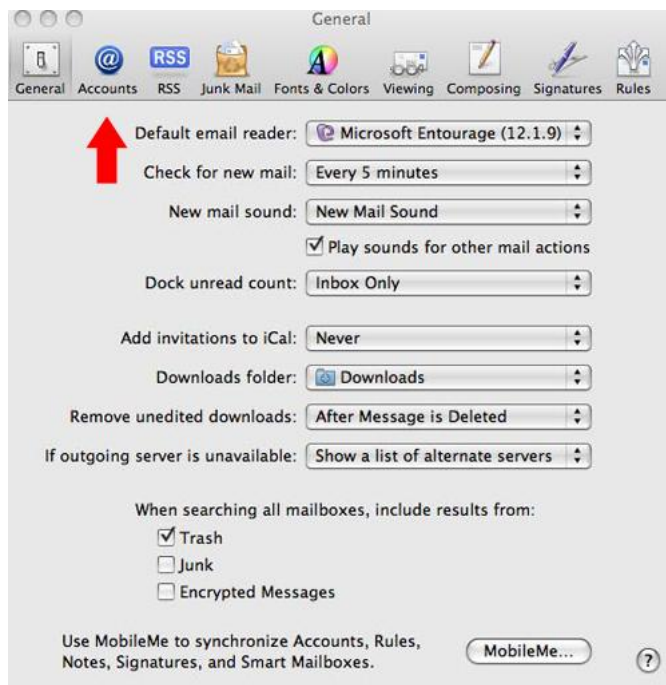
 stop spam. read books.

**Change Password**

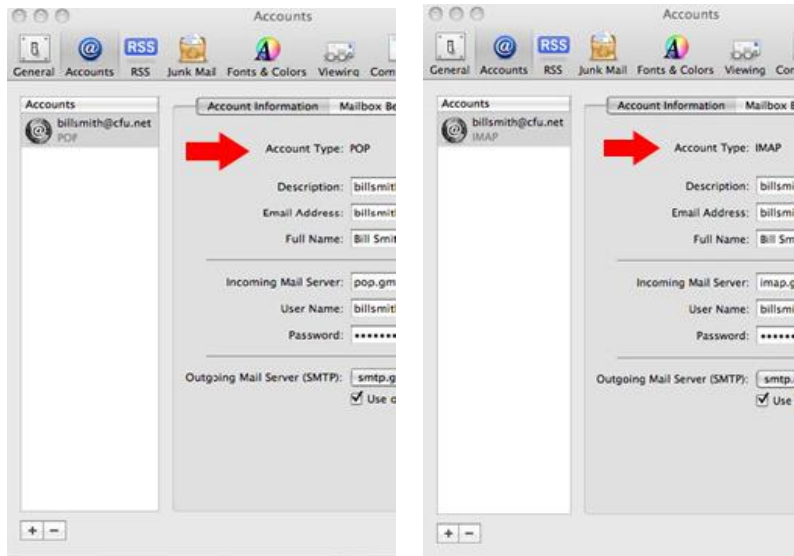
**STEP 1** In the Mail menu go to **Mail > Preferences**.



**STEP 2** Select the **Accounts** tab from the screen below.

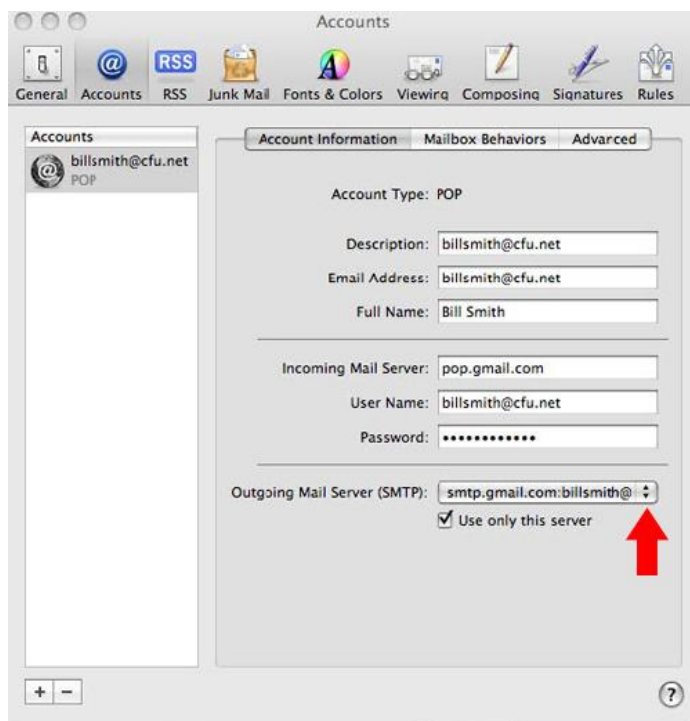


**STEP 3** If your Account Type reads **POP**, click on the left screen below. If it reads **IMAP**, click on the right screen below.

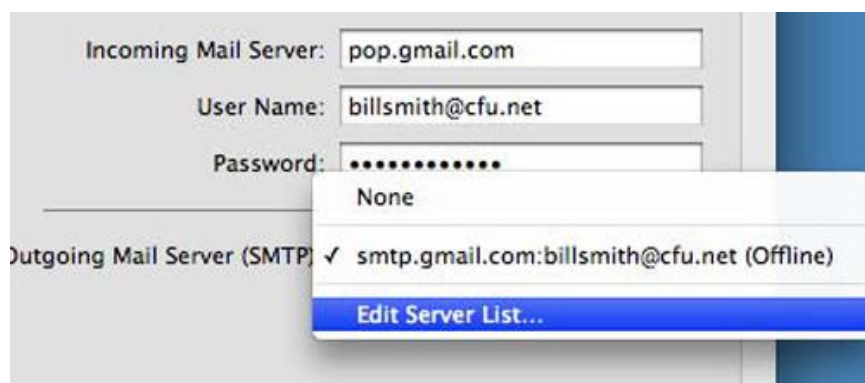


## POP SETTINGS

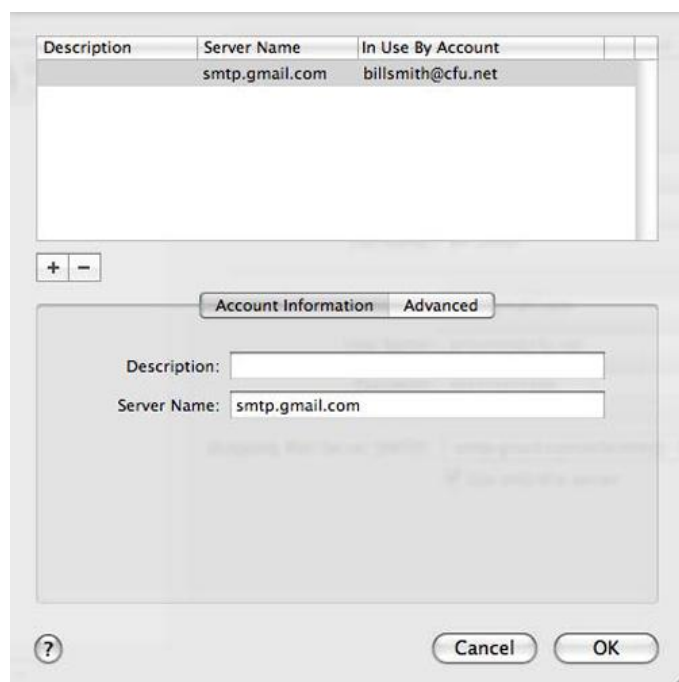
**STEP 4** Under the Accounts tab, select your CFU account from the left window pane, then change the Incoming Mail Server to **pop.gmail.com**. Add **@cfu.net** to the User Name if it is not already there, then click the up and down arrow option menu next to Outgoing Mail Server as shown below.



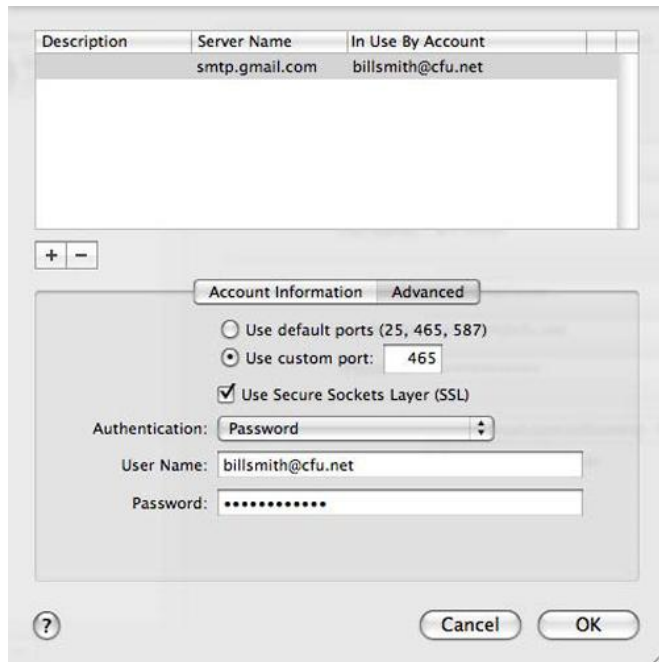
**STEP 5** In the screen below select **Edit Server List**. This will open an Account Information window.



**STEP 6** On the lower half of the screen below, change the Server Name to **smtp.gmail.com**. Then click the **Advanced** tab next to Account Information.



**STEP 7** Select the **Use custom port** option in the screen below and enter a value of **465**. Check the box next to "**Use Secure Sockets Layer (SSL)**." Add **@cfu.net** to the end of your username then click **OK**.



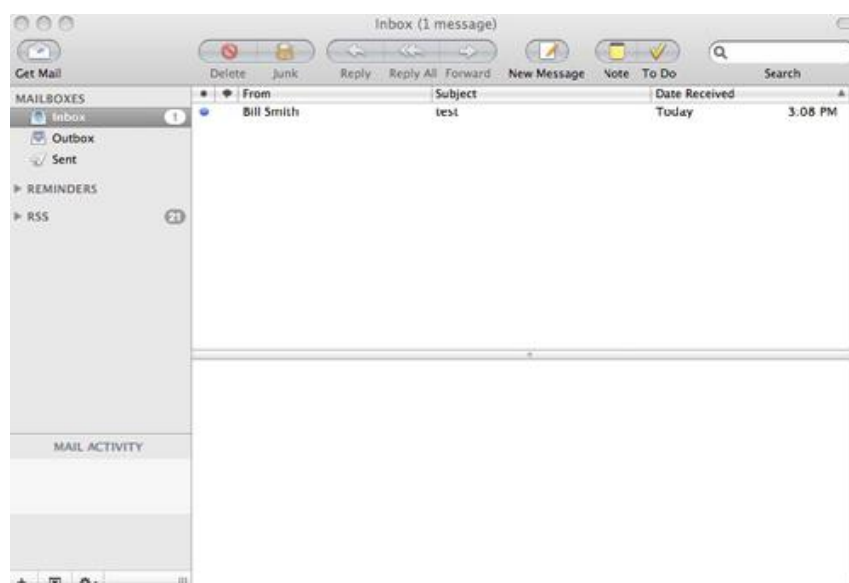
**STEP 8** Select the **Advanced** tab within the Accounts window and set the Port value to **995**. Check the box next to "**Use SSL**". Close the accounts window to return to the Mac Mail home screen.



**STEP 9** Click **Save** in the screen below to save your account settings.



**STEP 10** Click on the **Get Mail** button to verify your account settings and populate your Inbox. The first time this button is pressed, you may receive older e-mails you have already read including spam messages. This is a one-time occurrence and will not happen each time you press the **Get Mail** button.

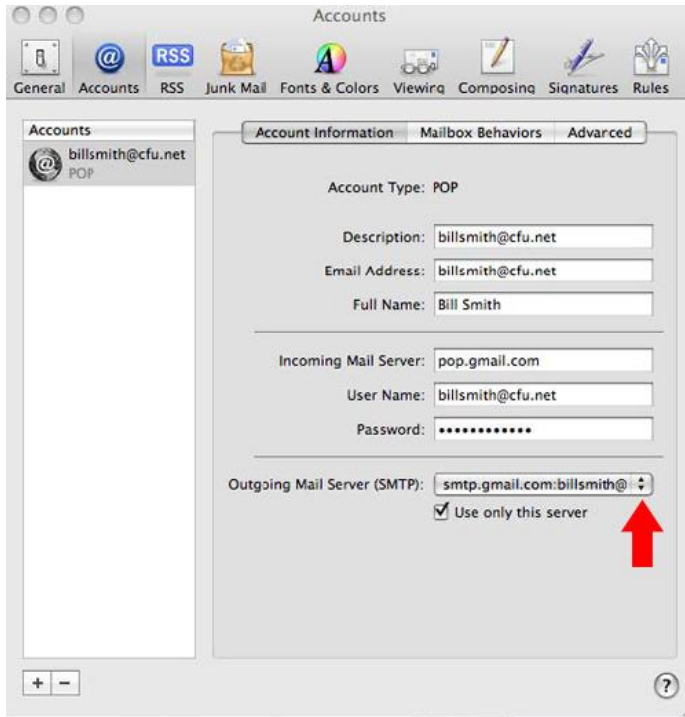


[Click here](#) if an error message appears.

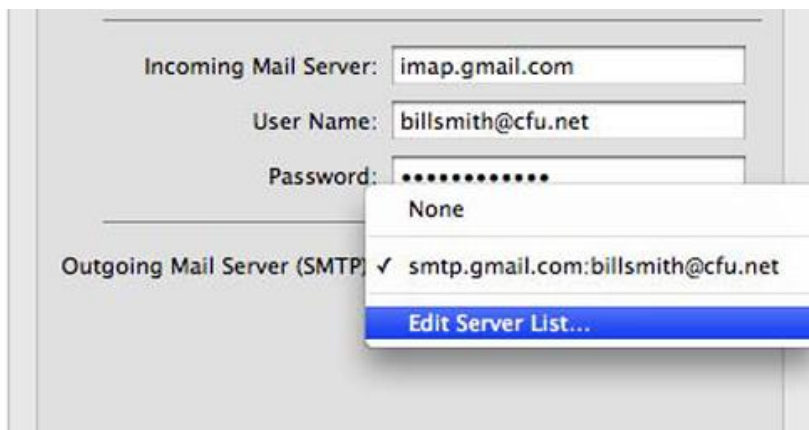
**CONGRATULATIONS** You are now able to send and receive e-mail from your cfu.net account using Mac Mail.

# IMAP SETTINGS

**STEP 4** Under the Accounts tab, select your CFU account from the left window pane, then change the Incoming Mail Server to **imap.gmail.com**. Add **@cfu.net** to the User Name if it is not already there, then click the up and down arrow option menu next to Outgoing Mail Server as shown below.



**STEP 5** In the screen below select **Edit Server List**. This will open an Account Information window.



**STEP 6** On the lower half of the screen below, change the Server Name to **smtp.gmail.com**. Then click the **Advanced** tab next to Account Information.

The screenshot shows a dialog box with a table at the top and a form below. The table has three columns: 'Description', 'Server Name', and 'In Use By Account'. The first row contains 'smtp.gmail.com' and 'billsmith@cfu.net'. Below the table are '+' and '-' buttons. The form has two tabs: 'Account Information' (selected) and 'Advanced'. Under 'Account Information', there are two text input fields: 'Description:' (empty) and 'Server Name:' (containing 'smtp.gmail.com'). At the bottom are a '?' icon, 'Cancel', and 'OK' buttons.

Description	Server Name	In Use By Account
	smtp.gmail.com	billsmith@cfu.net

Account Information | Advanced

Description:

Server Name:

Cancel OK

**STEP 7** Select the **Use custom port** option in the screen below and enter a value of **465**. Check the box next to **"Use Secure Sockets Layer (SSL)."** Add **@cfu.net** to the end of your username then click **OK**.

The screenshot shows the same dialog box as in Step 6, but with the 'Advanced' tab selected. It features three radio button options: 'Use default ports (25, 465, 587)', 'Use custom port: 465' (selected), and 'Use Secure Sockets Layer (SSL)' (checked). Below these are a dropdown menu for 'Authentication' set to 'Password', a 'User Name' field containing 'billsmith@cfu.net', and a 'Password' field with masked characters. At the bottom are a '?' icon, 'Cancel', and 'OK' buttons.

Account Information | Advanced

Use default ports (25, 465, 587)

Use custom port:

Use Secure Sockets Layer (SSL)

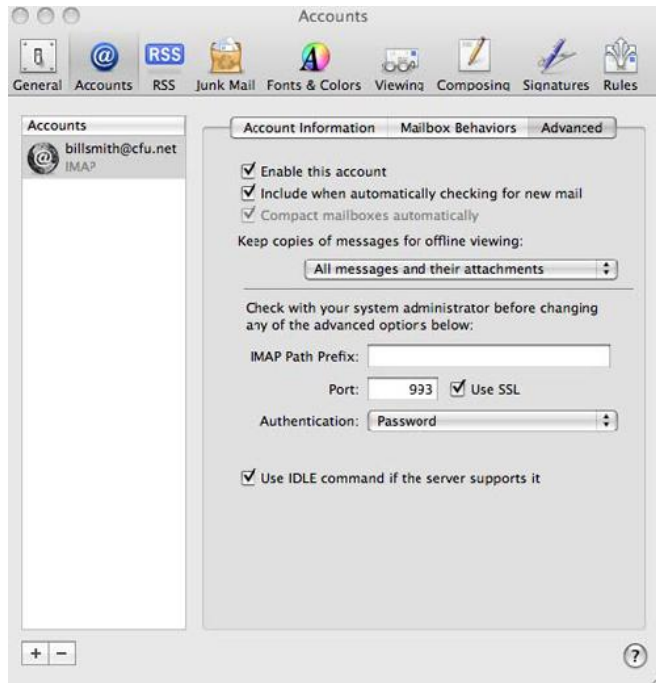
Authentication:

User Name:

Password:

Cancel OK

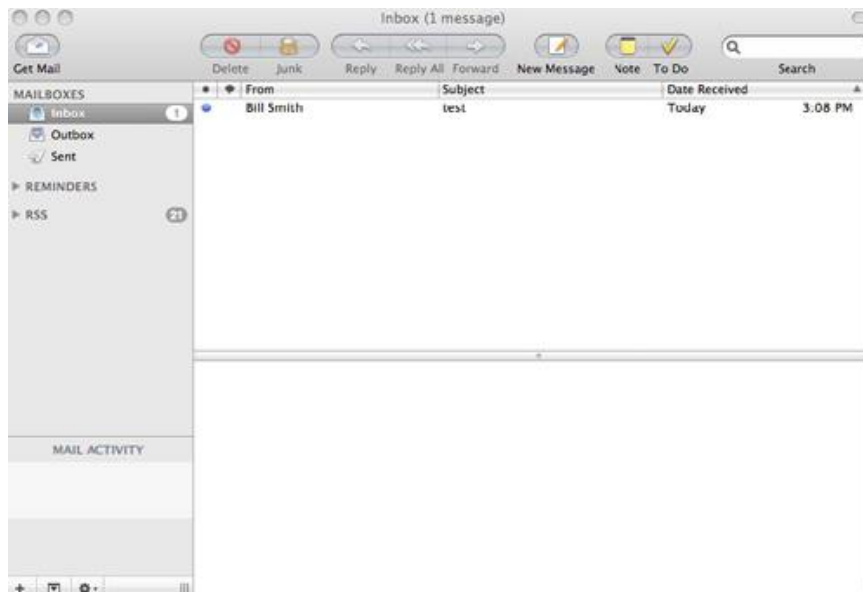
**STEP 8** Select the **Advanced** tab within the Accounts window and set the Port value to **993**. Check the box next to **"Use SSL"** Close the accounts window to return to the Mac Mail home screen.



**STEP 9** Click **Save** in the screen below to save your account settings.



**STEP 10** Click on the **Get Mail** button to verify your account settings.



[Click here](#) if an error message appears.

**CONGRATULATIONS** You are now able to send and receive e-mail from your cfu.net account using Mac Mail.