

# How to set up Mac mail

## Introduction

### About Email Receiving Settings

You can choose either the POP or IMAP protocol for receiving emails. Please configure the settings according to your environment and purpose.

### POP Protocol

Emails stored on the mail server are downloaded to your PC, and you view and manage the email data saved on your device. During the download process, emails can be deleted from the server, which helps save server storage space. (*You can also configure the settings to keep emails on the server.*) This is suitable when accessing emails with a single PC.

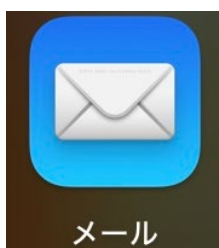
### IMAP Protocol

You view and manage email data directly from the mail server. This method is suitable when accessing emails from multiple devices. Since emails remain on the server, if the server reaches its storage limit, new messages cannot be received.

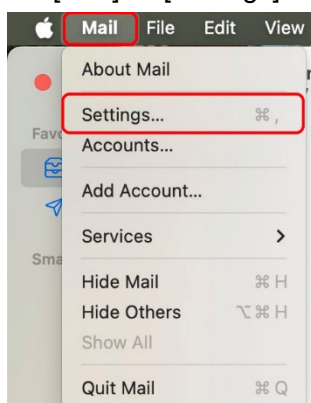
We recommend regularly deleting unnecessary emails to free up space.

## Email Configuration Procedure

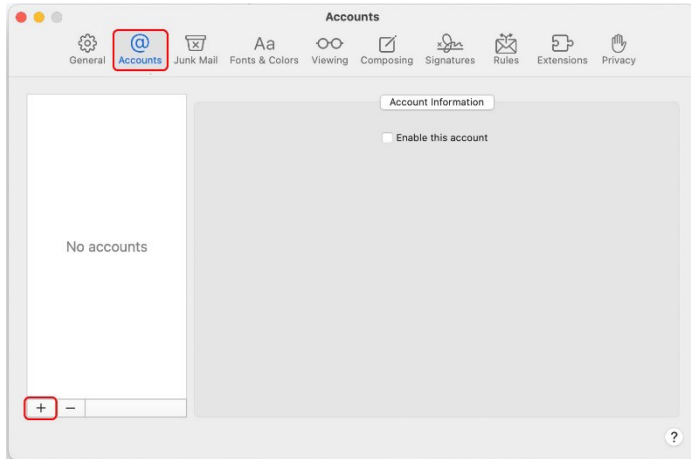
1. To start Mac mail, click mail icon.



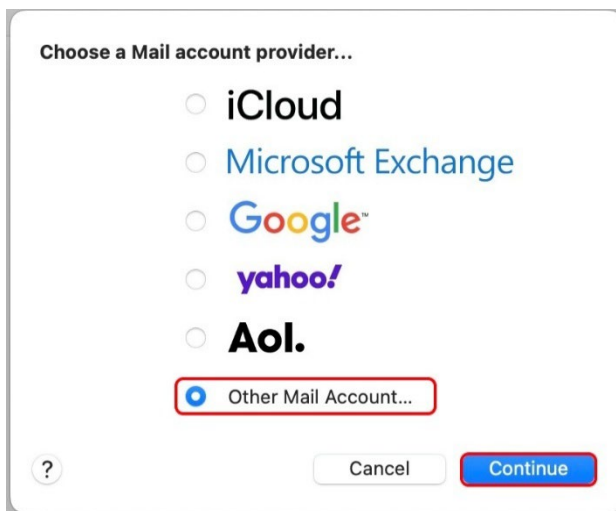
2. Click [Mail] → [Settings] on the menu bar.



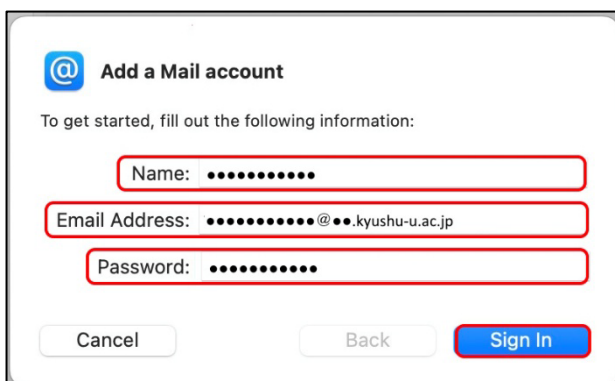
3. Click [Accounts] → [+].



4. Select [Other Mail Account...] and then click [Continue].



5. Enter the information in each field and click [Sign in].



6. Enter the following information and click [Sign in].

Email Address: .....@...kyushu-u.ac.jp  
User Name: Automatic  
Password: .....  
Account Type: IMAP  
Incoming Mail Server: hosting7.cc.kyushu-u.ac.jp  
Outgoing Mail Server: hosting7.cc.kyushu-u.ac.jp  
Unable to verify account name or password.  
Cancel Back Sign In

- **Account Type:**  
POP/IMAP
- **Incoming Mail Server:**  
hosting7.cc.kyushu-u.ac.jp
- **Outgoing Mail Server:**  
hosting7.cc.kyushu-u.ac.jp

7. **【IMAP Setting only】**

Click [Done].

Select the apps you want to use with this account:  
 Mail  
 Notes  
Cancel Back Done

8. Select the account you added and click [Server Settings].

Uncheck [Automatically manage connection settings] and configure as follows and then click [Save].

Accounts  
General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules Extensions Privacy  
@ .....kyushu... IMAP  
Account Information Mailbox Behaviors **Server Settings**  
Incoming Mail Server (IMAP)  
User Name: .....@...kyushu-u.ac.jp  
Password: .....  
Host Name: hosting7.cc.kyushu-u.ac.jp  
 Automatically manage connection settings  
Port: 993  Use TLS/SSL  
Authentication: Password  
Advanced IMAP Settings  
Outgoing Mail Server (SMTP)  
Account: .....@...kyushu-u.ac.jp  
User Name: .....@...kyushu-u.ac.jp  
Password: .....  
Host Name: hosting7.cc.kyushu-u.ac.jp  
 Automatically manage connection settings  
Port: 587  Use TLS/SSL  
Authentication: Password  
Save

- **Incoming Mail Server**  
Port : 993 (IMAP)  
995(POP)  
Authentication : Password
- **Outgoing Mail Server (SMTP)**  
Port : 587  
Authentication : Password

## 9. 【POP setting Only】

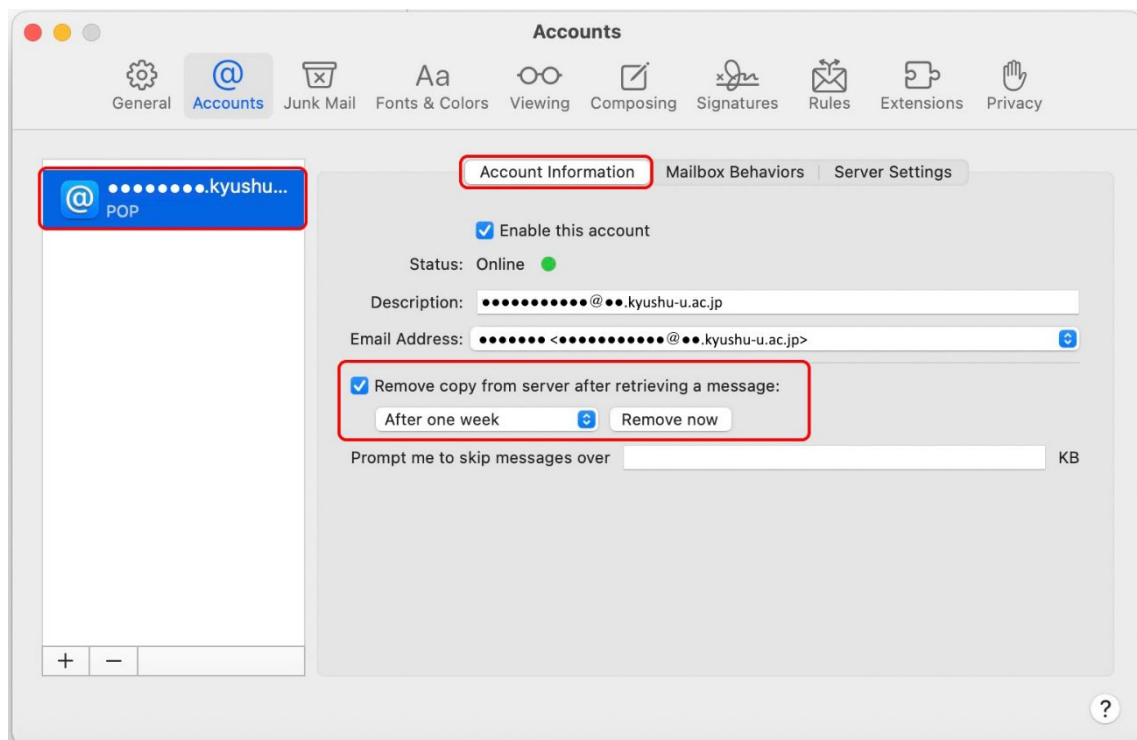
In POP settings, if you use the default configuration, emails on the mail server will be automatically deleted after a certain period (default: 1 week). This setting is useful for saving server storage space, but if you prefer to keep emails on the server, please follow the steps below to change the configuration.

1. Select the account you added and click [Account Information].

If you uncheck *Remove copy from server after retrieving a message*, the emails will not be deleted from the server.

If you check it and set a retention period, the emails will be deleted from the server after the specified period after the message has been viewed.

Also, if you click [Remove now], the emails received in the inbox will be immediately deleted from the server."



Note:

If the mail server reaches its storage limit, you will no longer be able to receive new emails.

If you choose not to automatically delete emails from the server, it is recommended to regularly delete unnecessary emails. You can delete emails directly from the server by using the webmail interface: <https://webmail.hosting7.cc.kyushu-u.ac.jp/>