

Overview of How to Set Up an Email Account

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Really Basic Essentials

- A relatively modern computer with a modern operating system.
- Equipment to connect your computer to the internet.
- For most of us, an agreement with an internet service provider who provides email delivery with the account (about all of them).
- Either a modern email client application, or a modern web browser.

First Decision Point: Email Client vs. Webmail

- Definitions

- Email Client: An application on your computer that connects over the internet to your email box on the email server and displays or copies to your computer any emails.
- Webmail: Use a web browser to navigate to a webpage that displays email in the email box, but is not downloaded.

Email Client Pros And Cons

• Pros

- Can download and keep emails on your own computer and delete them from the email server.
- Easier to manage multiple email accounts.
- Better control over filtering email.

• Cons

- Can only view your email on your own computer.
- Which one do I use?

Webmail Pros and Cons

• Pros

- Can view your email from any computer.
- Only need a web browser.

• Cons

- Can't filter email as well as with email client.
- Harder to manage multiple email accounts.
- More difficult to save and back up email.

Setting up webmail

- All you really need is to go to a website where you can create a webmail account, and select a user name and password.
- Webmail providers may ask for personal information and/or present you with advertising.
- You can change settings at the website or add features.

OK, I want to use an email client. Which one?

- Good question: there are plenty out there that work in Mac OS X. Here are some well-known options:
 - Apple Mail: Part of Mac OS X, already installed, and (now) highly regarded. A good app for beginners, and once you start using it, you may never switch to anything else. Tight integration with Address Book and iCal.
 - But there are others...

Other popular email clients

- Microsoft Entourage: Supposedly the Mac equivalent of Microsoft Outlook, it combines an email client, address book, calendar and notes. Expensive, especially if purchased with Office, but offers good integration with Word, Excel, Powerpoint, etc.
- Mozilla Thunderbird: Excellent free/open-source email client and address book.

More email clients

- Eudora: Venerable email client, now basically a free skin of Thunderbird, now that its previous developer, Qualcomm, has ceased development of the original version.
- Lesser-known clients: Gyazmail (what your presenter uses), PowerMail, Mulberry, GNUMail, etc....

Setting Up An Email Client

- At a minimum, you need four different items of information:
 - The user name you choose.
 - The password you choose.
 - The web address of the incoming email server. (Example: mail.mailserver.com)
 - The web address of the outgoing email server. (Example: smtp.mailserver.com)

Different Details: What to look for

- Where in the email client application are the controls for setting up a new account?
- Which email protocol does the email service use: POP, IMAP, or something else?
- Does the email service require setting up special security features, like SSL (secure socket layer) or authentication or changing which port is used to send or receive email.

Whoa! Definitions, please?

- Post Office Protocol (POP): Oldest and most commonly used email protocol, designed to download email to their computers, then deletes it from the email server.
- Internet Message Access Protocol (IMAP): Designed to access and display but not download email on the email server, used more in a corporate environment.

More definitions...

- Transport Layer Security (TLS) and Secure Socket Layer (SSL): methods to encrypt email (and other communications) during transmission so unauthorized people can't read them.
- Authentication: Requiring sending user name and password to both send and receive email from the email server.
- Ports: Ways of routing information over the internet to particular applications.

Setting Up An Email Client

- Most popular email clients have a “wizard” or miniprogram that walks you through setting up an email account.
- Apple Mail used to require you to go through the wizard to set up email, while Entourage or Thunderbird allow you to set up the account manually or to use a wizard.
- Wizards will ask you for your name, your email user name, email password, incoming and outgoing server names, and other security settings.

How to get that information?

- Go to the website of your email service provider, usually the same as your internet service provider. Usually the provider posts step-by-step instructions on setting up popular email clients, including supported email protocols and server addresses.
- Call the provider's technical support number and ask them to supply the necessary information, or guidance on setting up email.

Once you feed in all that information...

- Don't forget to test the email software to make sure it works.
- Send yourself an email, with an attachment, to make sure you can send an email and receive it back. If everything is correct, you get a response back within seconds.
- If you don't... Call tech support!

The End

Thanks for your attention
to this presentation.