



IRMACS E-Mail Setup

General Information

This document covers both the default Apple OSX mail client and the installed Mozilla's Thunderbird mail client. If you are comfortable setting up your own mail application the information you need for your IRMACS e-mail setup is as follows:

Username and Password: These are your IRMACS login information which you must have available. Your e-mail address is:
username@irmacs.sfu.ca

Your IRMACS e-mail is available internally by the IMAP protocol. The server settings used are:

Incoming IMAP server: **imap.irmacs.sfu.ca**
Outgoing SMTP server: **smtp.irmacs.sfu.ca**

When you are checking your email from home, you will need to enable SSL for the IMAP server. When you setup your email *at* the IRMACS Centre, this step is optional but recommended. Additionally, if you are connecting from home, you will not be able to use the IRMACS outgoing SMTP server. You should use the SMTP server settings provided by your Internet Service Provider.

From home, or any other place outside the IRMACS centre, you can instead use webmail. Please see the "Connecting to IRMACS Portal" document here:

[http://www.irmacs.sfu.ca/documents/support_docs/IRMACS_Portal_Site.p
df](http://www.irmacs.sfu.ca/documents/support_docs/IRMACS_Portal_Site.pdf)

Specific Mail Client instructions: Mail

Start the Mail application from the Applications folder, as shown in Figure 1.

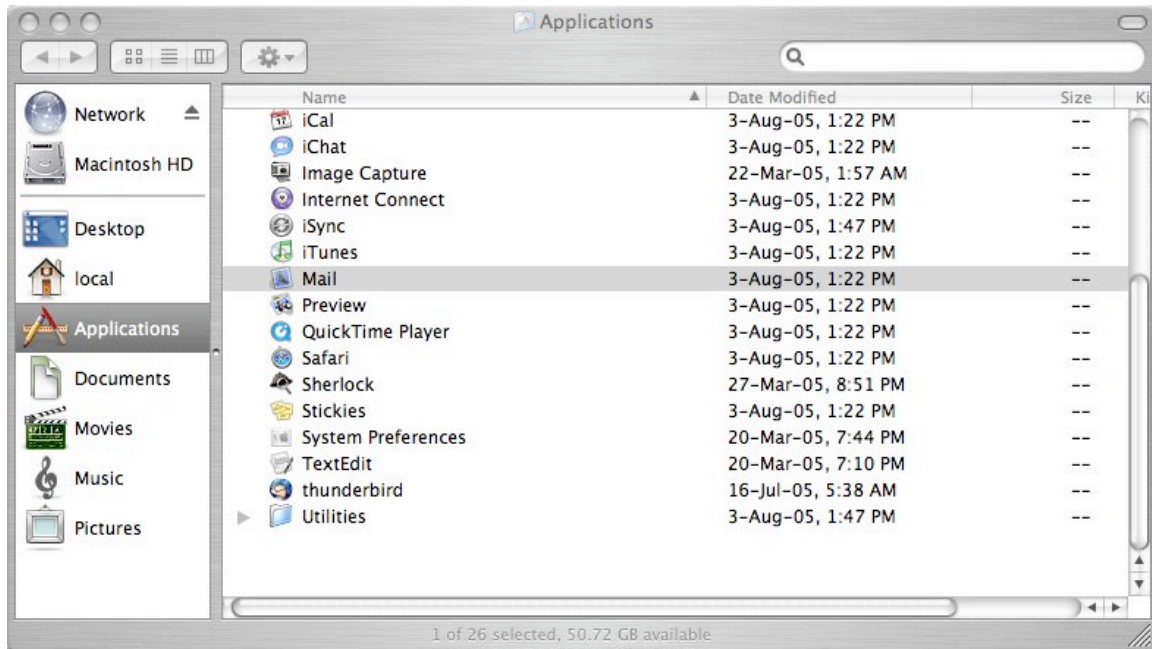


Figure 1: Applications view: Mail is highlighted while thunderbird is near the bottom of the shown list

If this is the first time you've run the application it will automatically be setting up a new account. The account type is **IMAP**. Select this in the account type drop-down box as illustrated in Figure 2.

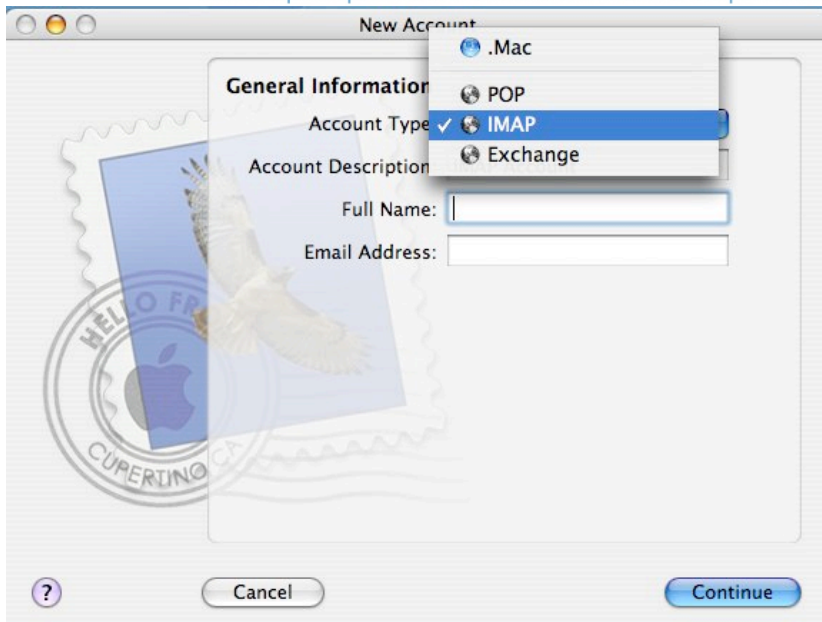


Figure 2: Select the IMAP protocol for your account type

You should also fill in your full name as you would like it to appear on your outgoing e-mails. Your e-mail address should be set to yourusername@irmacs.sfu.ca. You may put any name you want for the *Account Description* as this will only be displayed so you know which account is which. This information is illustrated in Figure 3.

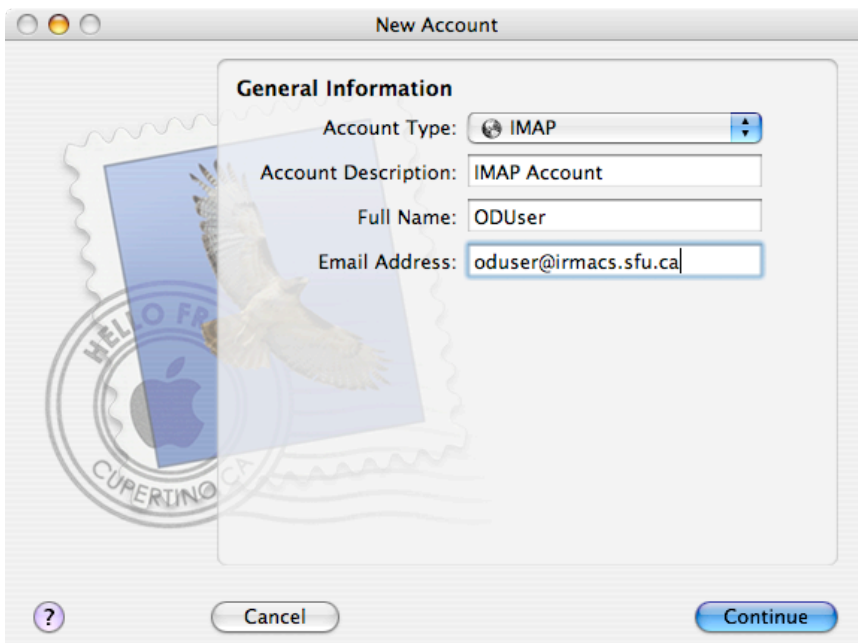


Figure 3: General Information



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You must also fill in the Incoming Mail server information. As we have selected the IMAP protocol the incoming mail server is *imap.irmacs.sfu.ca*. Put your IRMACS username in the space for User Name, and your IRMACS password into the password field as shown in Figure 4. Then click **Continue**

A screenshot of a Mac OS X 'New Account' dialog box. The window title is 'New Account'. Inside, there is a section titled 'Incoming Mail Server'. It contains three text input fields: 'Incoming Mail Server:' with the value 'imap.irmacs.sfu.ca', 'User Name:' with the value 'oduser', and 'Password:' with a masked password of seven dots. Below the 'Incoming Mail Server' field is an example: 'Example: mail.example.com'. At the bottom of the dialog are four buttons: a help button with a question mark, a 'Cancel' button, a 'Go Back' button, and a 'Continue' button. The background of the dialog features a faint image of a postage stamp with an eagle and the text 'HELLO FROM CUPERTINO CA'.

Figure 4: Incoming Mail Server settings

On the next screen you should fill in the Outgoing Mail Server settings. Our outgoing Mail Server is *smtp.irmacs.sfu.ca*, do not check on **Use Authentication**, then click on **Continue**, as shown in Figure 5.

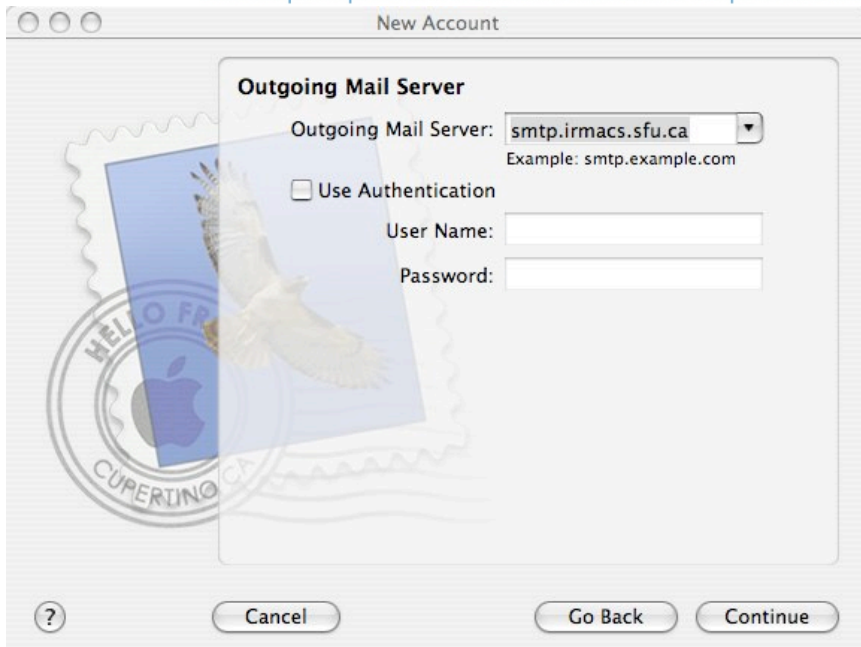


Figure 5: Outgoing Mail Server settings

Review the final summary to ensure that all the information is correct, if not press **Go Back** to change any incorrect settings. The Account Summary page is displayed in Figure 6.



Figure 6: Account Summary for Mail application

Enabling SSL: Required when configuring at home

Once Mail loads, you may get several error messages until you enable SSL. To do so, go to **Preferences**, to the **Accounts** tab, then to the **Advanced** tab. On this tab, check the box for **Use SSL** near the bottom. It will automatically set **Port 993** for you.

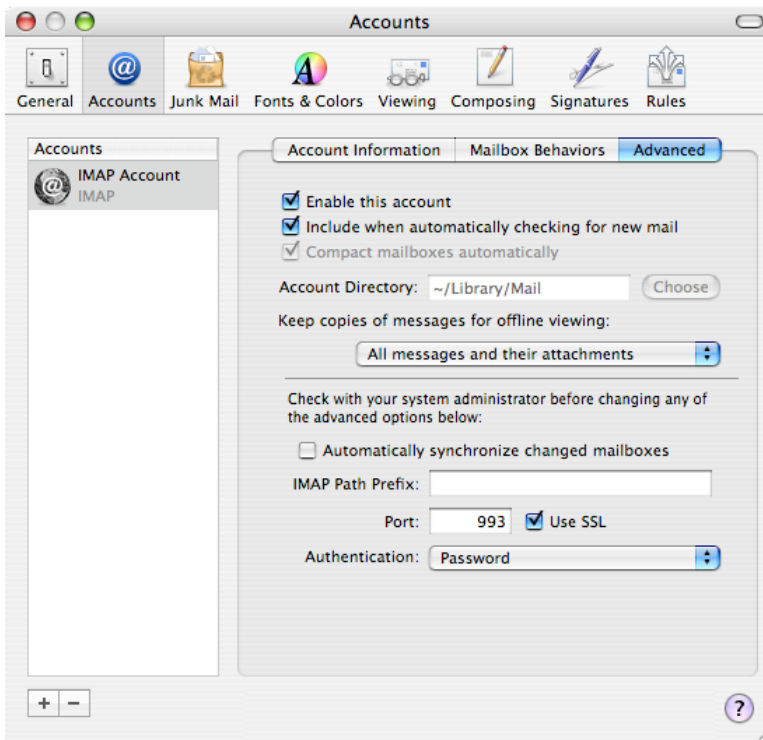


Figure 7: Enabling SSL



Thunderbird E-mail Account Setup

Thunderbird is also available from the Applications menu shown in Figure 1. Some people may prefer to use this as their base e-mail application. When setting up the Thunderbird application the first screen you will encounter is the **New Account Setup** screen. Choose **Email account**, as illustrated in Figure 8, and click **Next**.

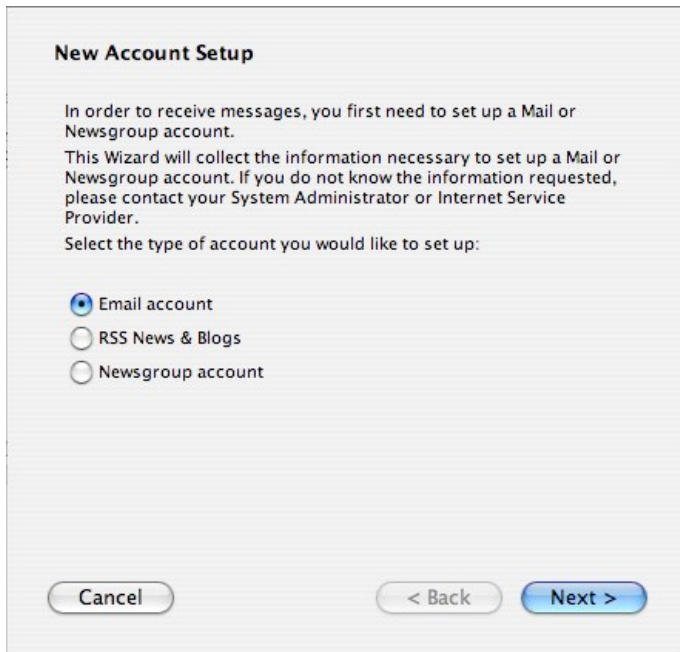


Figure 8: New Account Setup



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The following screen allows you to enter your personal information. The field **Your Name** is what recipients of your e-mails will see for your name. Your e-mail address is yourirmacsaccount@irmacs.sfu.ca, this is illustrated in Figure 9.

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

Figure 9: Personal information Screen

Select *IMAP* for server type. The Incoming Server is *imap.irmacs.sfu.ca* and the Outgoing Server is *smtp.irmacs.sfu.ca*, as shown in Figure 10. Please be aware these are in the *irmacs.sfu.ca* domain, not *irmacs.ca*. Click **Next** to continue

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

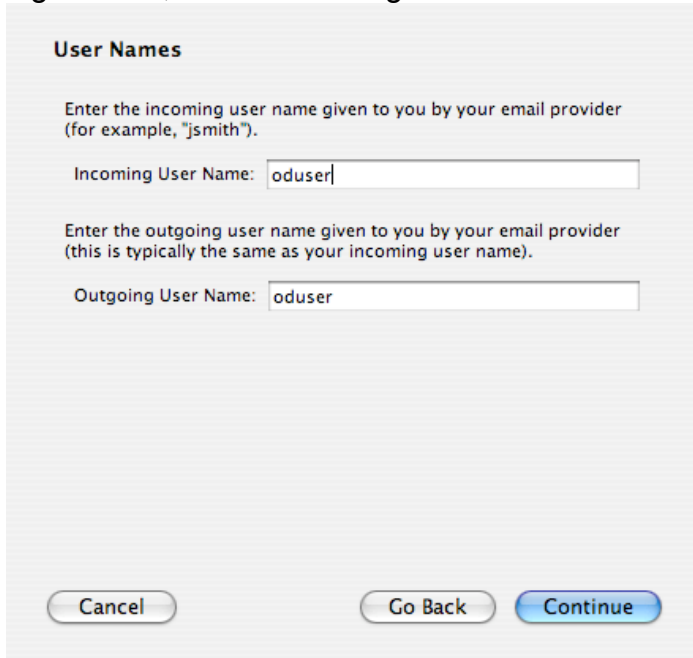
Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

Figure 10: Server Information

Both your Incoming User Name and Outgoing User Name are your IRMACS login name, as shown in Figure 11.



User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

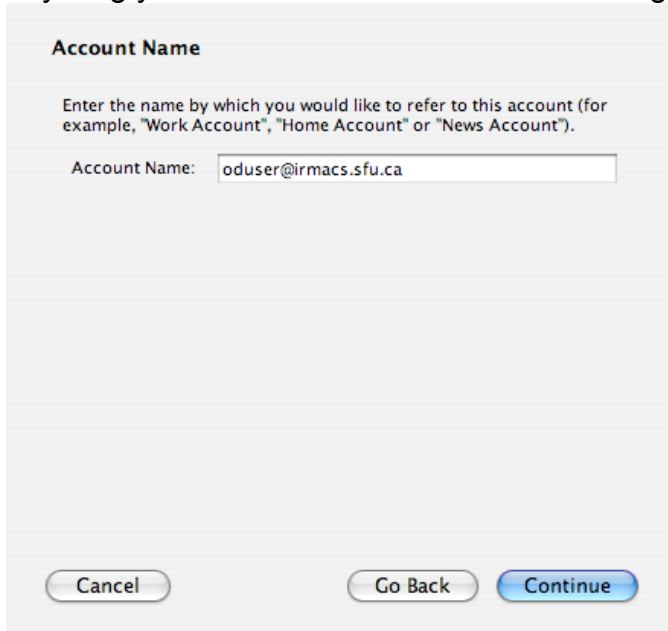
Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

Figure 11: Username information

The Account Name screen is what is displayed so that you can tell which e-mail account is which. It's safe to accept the default, however you can change it to anything you'd like. The screen is shown in Figure 12.



Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

Figure 12: Account name



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Finally, the Summary screen, as illustrated in Figure 13, gives you an opportunity to review the information you've entered. Ensure it is correct, if there are any errors press **Back** and correct the mistake. Otherwise click **Finish** and you are ready to send and receive IRMACS e-mail.

Congratulations!

Please verify that the information below is correct.

Account Name:	oduser@irmacs.sfu.ca
Email Address:	oduser@irmacs.sfu.ca
Incoming User Name:	oduser
Incoming Server Name:	imap.irmacs.sfu.ca
Incoming Server Type:	IMAP
Outgoing User Name:	oduser
Outgoing Server Name (SMTP):	smtp.irmacs.sfu.ca

Click Finish to save these settings and exit the Account Wizard.

Figure 13: Account Summary

Enabling SSL: Required when configuring at home

Once Thunderbird loads, you may get several error messages until you enable SSL. To do so, go to **Tools**, to **Account Settings...**, then to the **Server Settings** area. Here, select the option for **SSL** under “Security Settings”. It will automatically set **Port 993** for you.

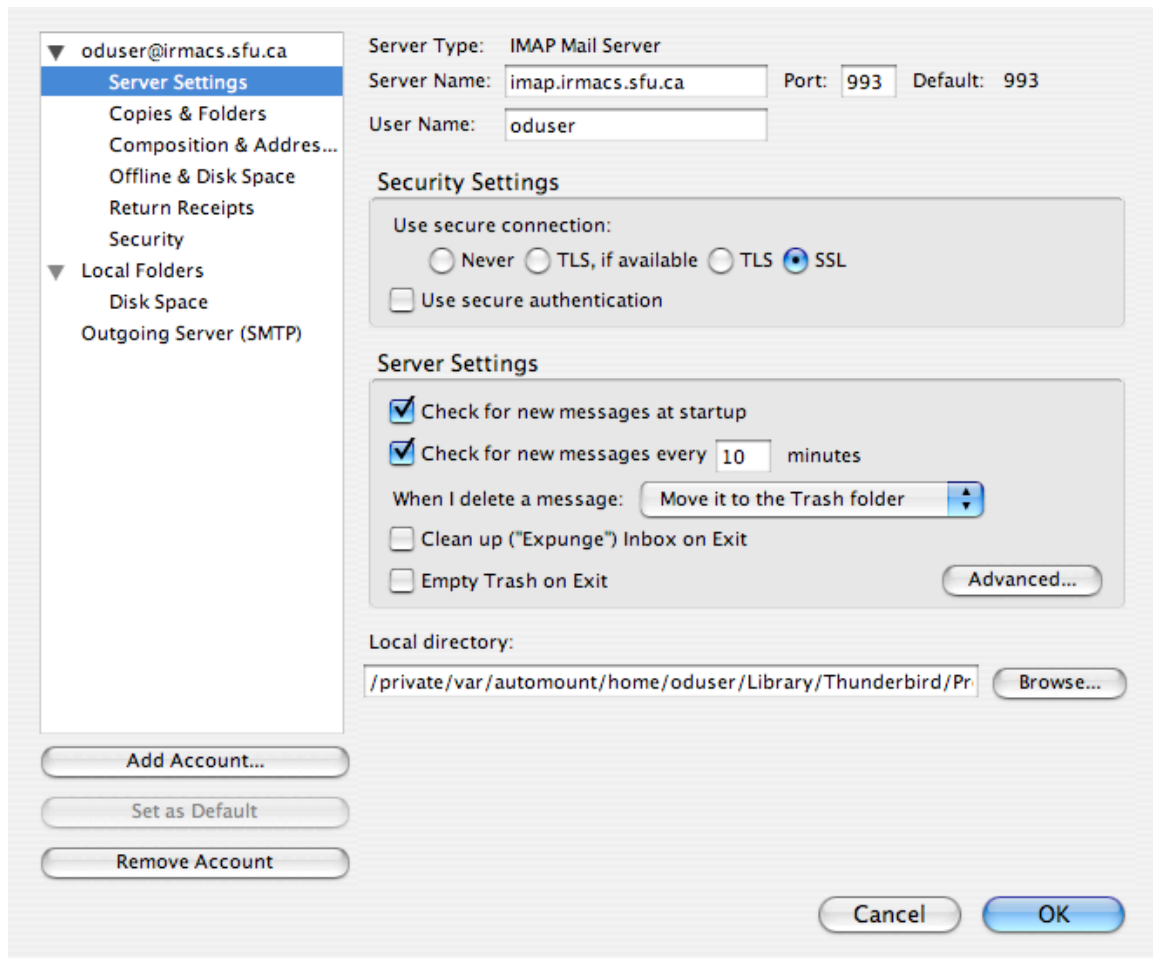


Figure 14: Enabling SSL