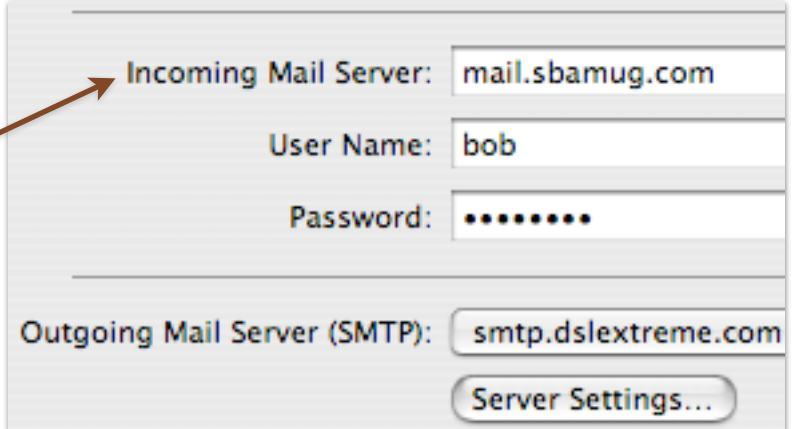*Bob Brooks, July 2006*

Mail

The various flavors of mail.
All involve storing mail and a way to read it.

E-mail flavors

- POP (or POP3) - most common. Post Office Protocol

- Web Mail - Yahoo, Google, Hotmail. Your ISP.

- IMAP (or IMAP4) Internet Message Access Protocol

- AOL - a form of IMAP

- Exchange - used internally by corporations

Receive and Send Mail

A mail account is actually two accounts, one to receive and one to send.
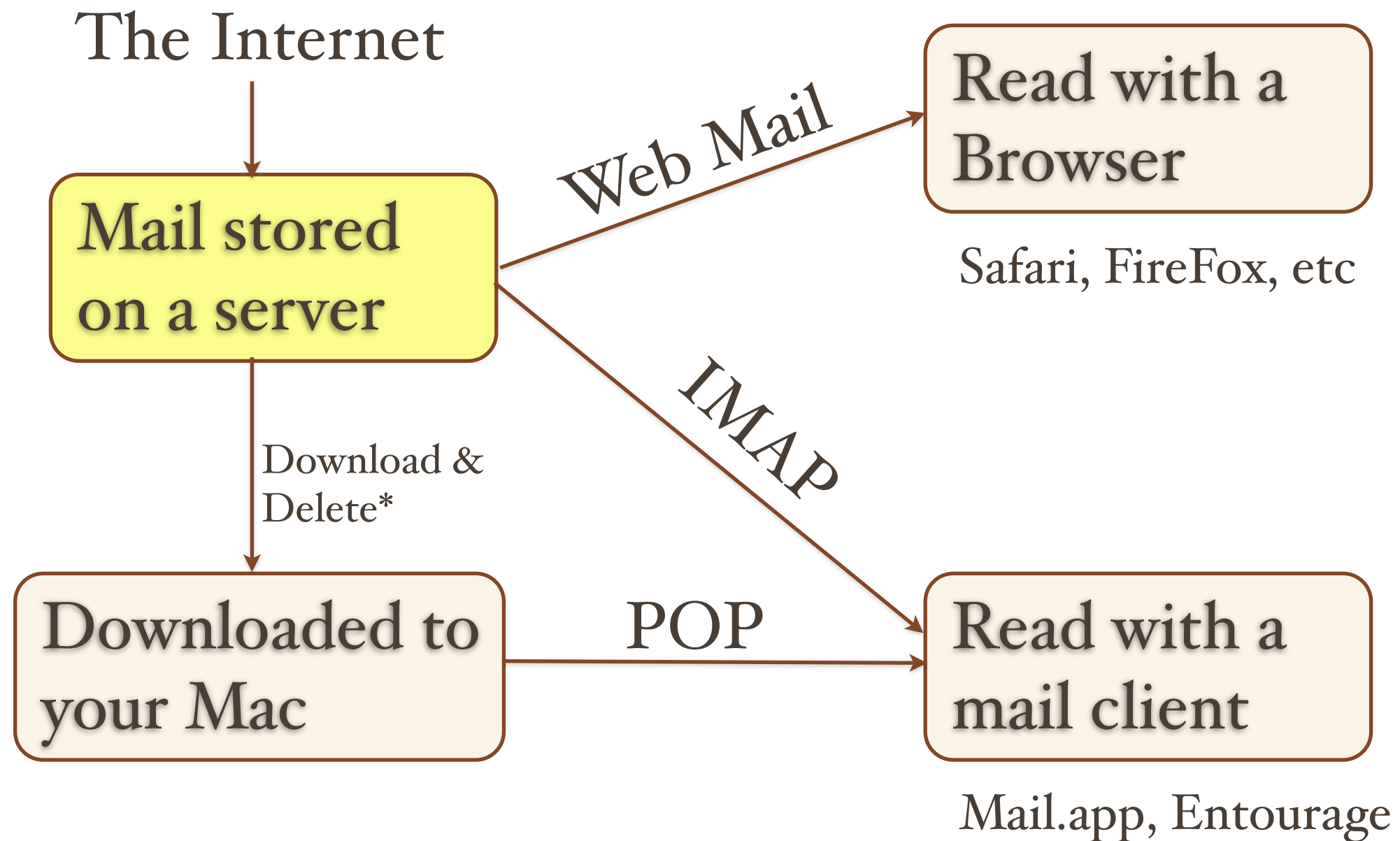
Incoming Mail Server: mail.sbamug.com
User Name: bob
Password: ••••••••
Outgoing Mail Server (SMTP): smtp.dslextreme.com
Server Settings...

These are handled by two different servers.

Server: A host computer on a network that holds information (e.g., Web sites and mail) and responds to requests for information from it.

I'll focus on receiving and reading mail

Store and Read Mail

The Internet

Mail stored on a server

Web Mail → **Read with a Browser**

Safari, FireFox, etc

Download & Delete*

IMAP

Downloaded to your Mac

POP → **Read with a mail client**

Mail.app, Entourage

If you don't delete your mail from the server, senders may get a "mailbox full" error message

What's best for you?

- POP if you use a single Mac for mail

- Web Mail *access* to your ISP when traveling

- Web Mail *account* at Yahoo, Google, etc.— easily replaced — for on-line transactions.

- IMAP if you have a busy life with multiple Macs accessing the same mail

- AOL: For AOL users.

Pros and Cons

- POP mail is fast. Mail, stored on your Mac, can be read off-line.

- Web Mail can be accessed anywhere with a web browser, but is slow and clumsy.

- IMAP has some features of both.

The distinction between remote POP and IMAP is a little fuzzy.

POP Mail (Post Office Protocol)

☐ This is like the paper mail that your postman delivers to your house.

☐ Minimum connect time. Download and delete.

☑ Remove copy from server after retrieving a message:

Right away ⬍ | Remove now
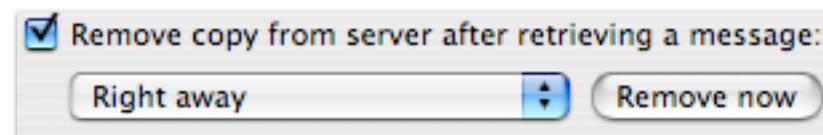
If you don't delete your mail from the server, senders may get a "mailbox full" error message

☐ Mail is stored on your Mac.

☐ Read with a mail program.
Mail and Entourage are popular.

POP Mail

The Internet ⟷ Your ISP ⟷ Phone/Cable ⟷ Your Mac ⟷ Mail Pgm

- Easy and fast to send and receive

- Use your local address book

- Mail is stored on your Mac for quick search.

POP Mail recommendations

☐ Turn OFF remote image download. Else spammers know you're there and confirm your email address.

> ☐ Display remote images in HTML messages
> Remote images require additional network access to display
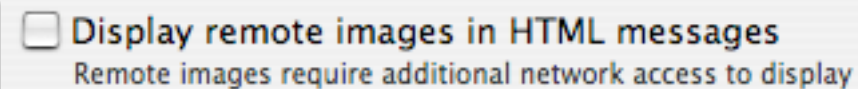
☐ To avoid spam first view message headers & delete spam on the server.

Control-click
Inbox & get info

Show Messages:	All messages on POP server			
● From	Subject	Date Received		Size ▼
● Britney Yarbrough	Your future, pearl fisher	Yesterday	6:18 PM	7.5 KB
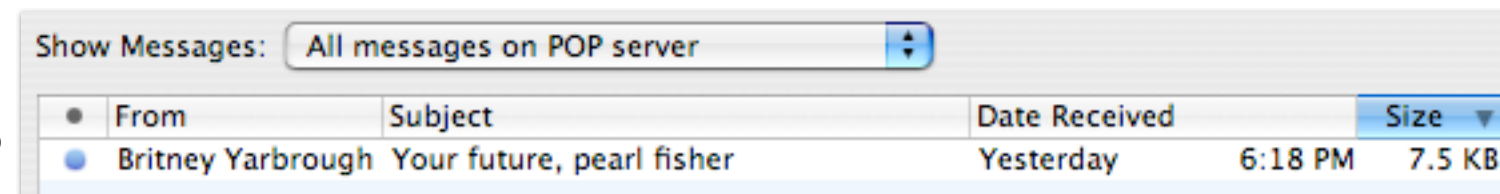
☐ Don't leave mail on the server after download.

☐ A personal thing. Don't send HTML (rich text) mail unless necessary. *It's often ugly and hard to read*

Web mail access to your ISP

- Web mail is like having a PO Box.

- Use any web browser, anywhere to access it.

- Handy when you can't "connect" to your ISP.
  E.g. vacation.

The
Internet ← → | Your ISP's Server | ← → | Any ISP | ← → | Browser (Safari) |
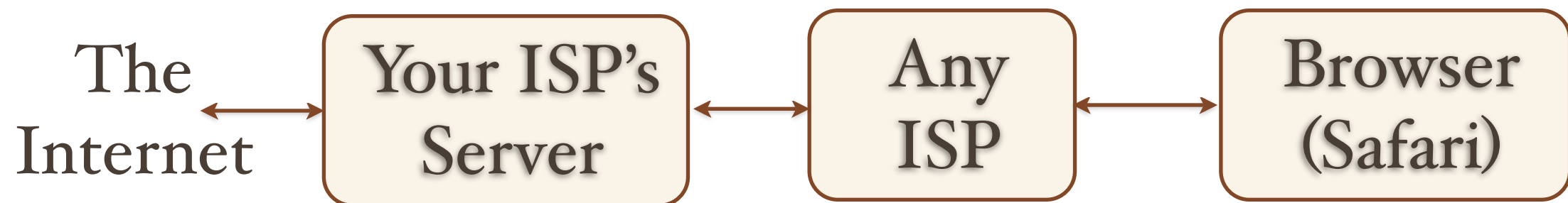
Separate Web mail account

- ☐ Google, Yahoo, Hot Mail, .Mac

- ☐ Use any web browser, anywhere to access it.

- ☐ Some will forward mail to your POP account.

- ☐ Use it as a replaceable account against spam.

- ☐ Store documents for access anywhere. E.g. passport.

The Internet ←→ **Web Mail Server** ←→ **Any ISP** ←— Phone/Cable —→ **Browser (Safari)**
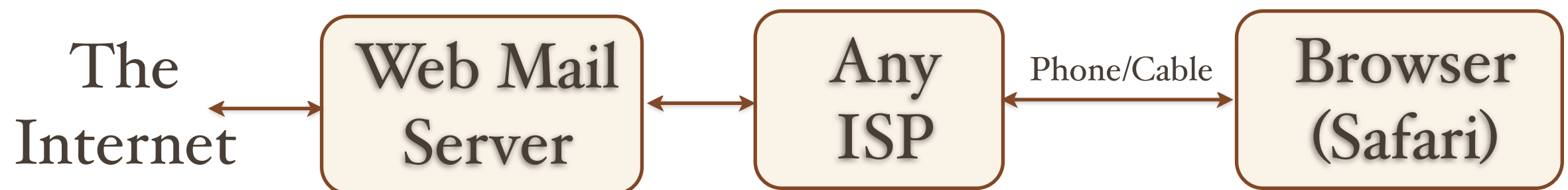
Gmail - my favorite web mail

☐ Free account and mail forwarding

○ Forward a copy of incoming mail to [email address] and
keep Gmail's copy in the Inbox [▼]
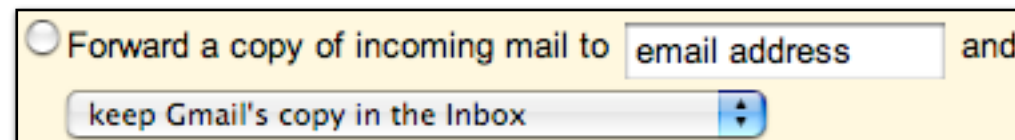
☐ Can be configured for POP download

POP Download **1. POP Status:** POP is disabled
Learn more
⊙ Enable POP for **all mail**
○ Enable POP only for mail that **arrives from now on**
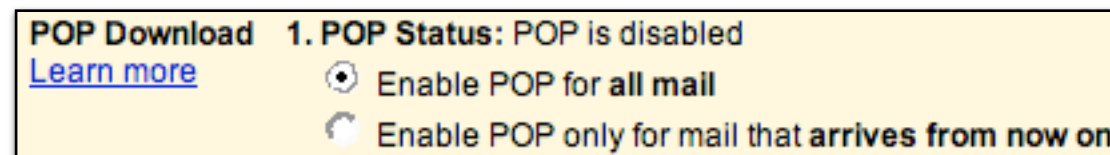
☐ Messages are threaded

☐ Very effective spam filter and message search.

☐ Lots of mail storage You are currently using 25 MB (1%) of your 2731 MB.

☐ G-mail widgets

G\mail (Inbox (4)) (Q▼)

unix fan	[MacHACers] Losing Information – …	Jun 5
Dennis Kane	[MacHACers] Windows server acce…	Jun 5
Carl W Cullings	[MacHACers] Firefox new version i…	Jun 5
Gifford Rodine	[MacHACers] New Vista Marketing…	Jun 5

(Compose)
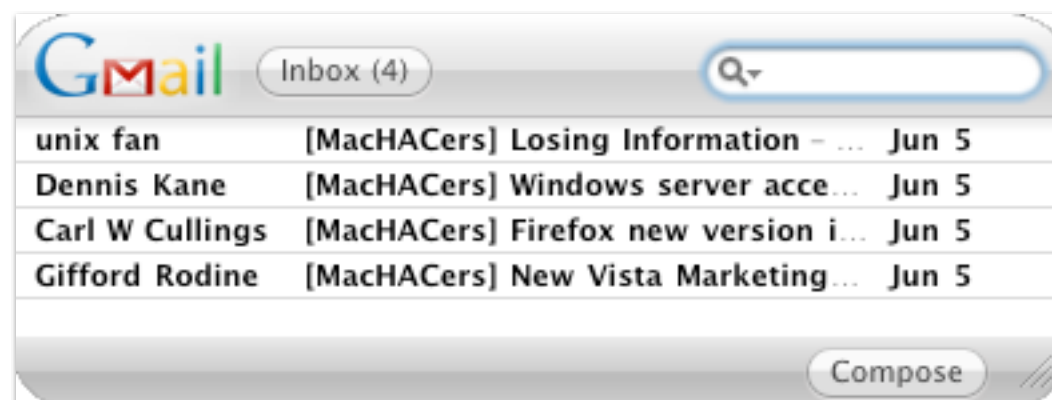
IMAP

(Internet Message Access Protocol)

- Similar to POP except mail stays on the server

- Read & manipulate messages stored on the server

- Read online with your *email client software.*

- dot Mac uses IMAP but also will download

- Mail.app & Entourage support IMAP

- Best if you use more than one computer for mail, particularly from remote locations.

IMAP Server Support

- The server (e.g. ISP) must support IMAP.

- There may be a storage limit.

- DSL Extreme, my ISP, supports it.

- SBAMUG.com supports it, although the instructions are for POP.

Our SBAMUG Server

- Access your account using Mail or Entourage.

- It's like an IMAP account

- Instructions are on our web site, under "Tech Support".

AOL Mail

I don't use AOL. Please correct me if I have it wrong

☐ It's a type of IMAP account normally read using AOL's mail program.

☐ Messages are deleted after a time period

☐ Address book is stored at AOL (on-line).

☐ Mail.app can be used for AOL if configured.

http://members.aol.com/adamkb/aol/mailfaq/imap/applemail.html

Bob Brooks, July 2006

Configure Mail.app for AOL

Accounts

| General | Accounts | Junk Mail | Fonts & Colors | Viewing | Composing | Signatures | Rules |

Accounts
AdamKB's Email

Account Information | Special Mailboxes | Advanced

Drafts ☐ Store draft messages on the server

Sent ☐ Store sent messages on the server
Delete sent messages when:
Never

Junk ☐ Store junk messages on the server
Delete junk messages when:
Never

Trash ☐ Move deleted messages to the Trash mailbox
☑ Store deleted messages on the server
Permanently erase deleted messages when:
One week old

Uncheck all boxes

Accounts

| General | Accounts | Junk Mail | Fonts & Colors | Viewing | Composing | Signatures | Rules |

Accounts
AdamKB's Email

Account Information | Special Mailboxes | Advanced

Account Type: IMAP

Description: AdamKB's Email

Email Address: AdamKB@aol.com

Full Name: Adam

Incoming Mail Server: imap.aol.com

User Name: adamkb

Password: ••••

Outgoing Mail Server (SMTP): smtp.aol.com:AdamKB

Server Settings...

SMTP Server Options

Outgoing Mail Server: smtp.aol.com

Check with your system administrator before changing any of the advanced options below:

Server port: 587

☐ Use Secure Sockets Layer (SSL)

Authentication: Password

User Name: AdamKB

Password: ••••

Cancel   OK