1. Go to the Mail menu, Choose Preferences
2. Look at the column that says Accounts – Is the account POP or IMAP?
3. Follow the correct instructions below.

**POP**
Click the Account Information tab at the top. Adjust the Email Address, Incoming Mail Server and User Name as shown below, (however, ttitan@iwu.edu is reserved for Tommy Titan, so you'll need to use your own username) – remember the @iwu.edu for this step!

**IMAP**
Click the Account Information tab at the top. Adjust the Email Address, Incoming Mail Server and User Name as shown below, (however, ttitan@iwu.edu is reserved for Tommy Titan, so you'll need to use your own username) – remember the @iwu.edu for this step!

Click the Advanced tab at the top. Adjust the Port, check Use SSL and choose Password as the Authentication method (as below).

Next, find the Outgoing Mail Server (SMTP) information at the bottom of the Accounts window. Click the arrows on the right side and Choose Edit SMTP Server List.
When the window opens, adjust the Server Name like the example below:

Click the Advanced tab, make adjustments to the port, check Use Secure Sockets Layer (SSL) as below!

Click OK!