# HOTBOX STUDIOS

**Procedure:** Setting up Hotbox Studios IMAP Email with Mac Mail
**Updated:** 12/11/2013

This document explains how to setup your Hotbox Studios email account with Mac Mail using an IMAP connection.

1. Open Mac Mail, select **File** and **Add Account**. **I**f this is the first time Mac Mail has been used, the setup assistant will appear.
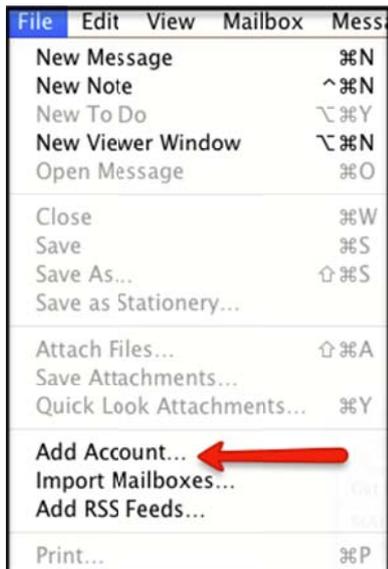


2. Enter the following information:

* Your Name - this is the name that will appear in the From field of messages you send
* E-mail Address - enter your entire email address e.g. myname@mydomain.com
* Password - enter the password for the account you're setting up.
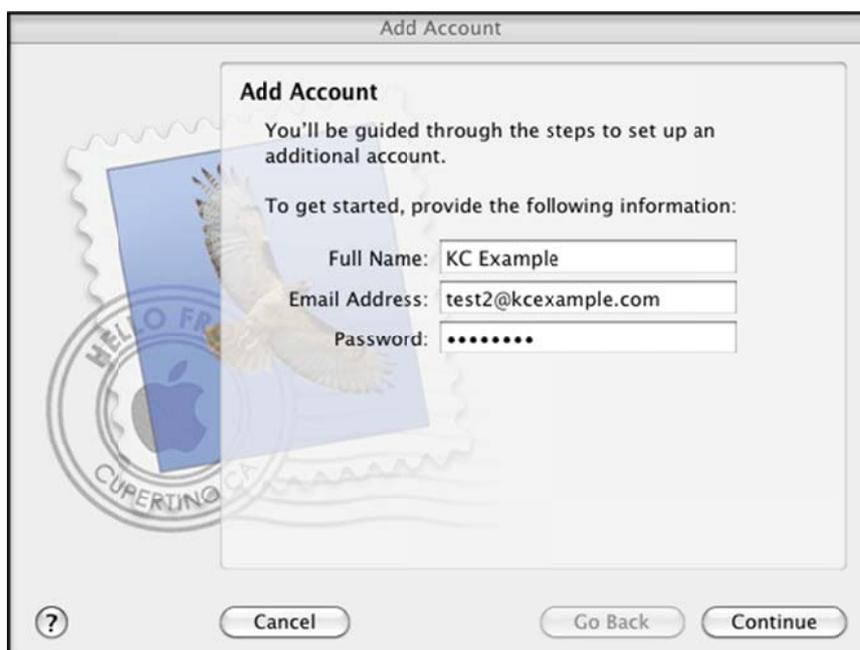
3.  Click the **Continue** button and enter the following information:

- Account Type - select **IMAP** from the drop-down menu
- Description - enter a descriptive name of your choice for your mail account e.g. Work Mail or Home Mail
- Incoming mail server - enter the following: **secure.emailsrvr.com**
- User Name - enter your entire email address **e**.g. myname@mydomain.com
- Password - enter the password for the account you're setting up
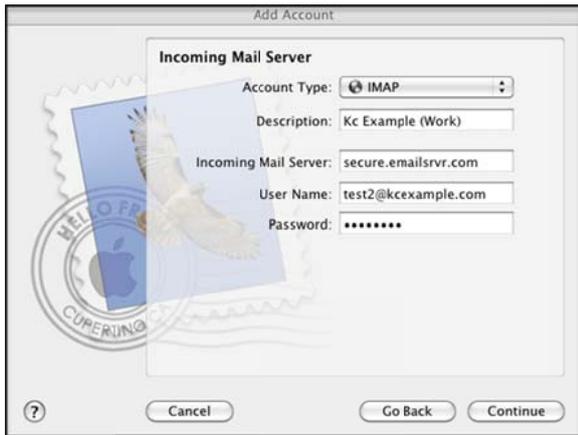


4.  Click the **Continue** button, Mac Mail will now attempt to detect the incoming server settings. If the Incoming Mail Security window appears, do the following and click **Continue**.

- Check the **Use Secure Sockets Layer (SSL)** box.
- In the **Authentication** drop-down menu, select **Password**.

5.  Enter the following information:

- Description - enter a descriptive name of your choice for your mail account e.g. Work Mail or Home Mail
- Outgoing mail server (SMTP) - enter the following: **secure.emailsrvr.com**
- Check the **Use only this server** box and also check the **Use Authentication** box.
- User Name - enter your entire email address **e**.g. myname@mydomain.com
- Password - enter the password for the account you're setting up

6. Click the **Continue** button, Mac Mail will now attempt to detect the outgoing server settings. If the Outgoing Mail Security window appears, do the following and click **Continue** and then **Create**.

- Check the **Use Secure Sockets Layer (SSL)** box.
- In the **Authentication** drop-down menu, select **Password**.

That's it - you're all done!

Using IMAP Folders:

To simplify the organization of your messages, you can indicate which IMAP folders Mac Mail should use to store sent mail, drafts, spam, and trash.

1. Select **Mail / Preferences**, click the **Accounts** button located at the top of the window and click once on your **IMAP** account in the **Accounts** list.
2. Click the **Mailbox Behaviours** tab, clear all of the check boxes and close the **Accounts** window.
3. When prompted to save your changes, click the **Save** button.
4. In your **IMAP** folder, located in the **Mailboxes** pane (select **View / Show Mailboxes** to display the pane if it's not there), do the following:

- Click once on the **Sent, Drafts, Spam**, or **Trash** folder.
- Select **Mailbox / Use This Mailbox For**.
- Select **Sent, Drafts, Junk**, or **Trash** from the resulting list in the sub-menu.

5. The selected folder will disappear from your IMAP list, and will now reappear as the corresponding Mac Mail folder.