

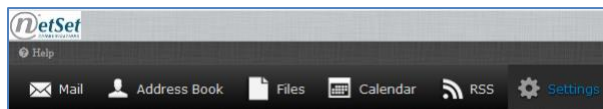
## Changing NetSet Email Settings in the Mail app on a Mac

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to **step 6**.

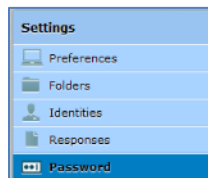
1. Log into Webmail at <https://mail.mynetsset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**



4. Enter your **Current** random **Password**, and then your **New Password** twice

5. Click **Save**

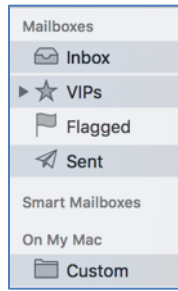
### **Backup your Email Messages (recommended)**

Before you change any settings, it's highly recommended (but not required) that you **export your mailboxes** first as a backup (see <https://support.apple.com/kb/PH22318>). A **mailbox** is a folder used to store and organize email messages.

6. Open **Mail**



7. **Select** one or more **mailboxes**. You can use the Shift and Command keys to select multiple mailboxes



8. Click **Mailbox, Export Mailbox...**

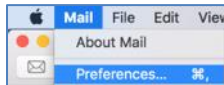
9. Choose a folder or create a new folder, then click **Choose**. Mail exports the mailbox(es) as .mbox packages.

## Changing Your Settings

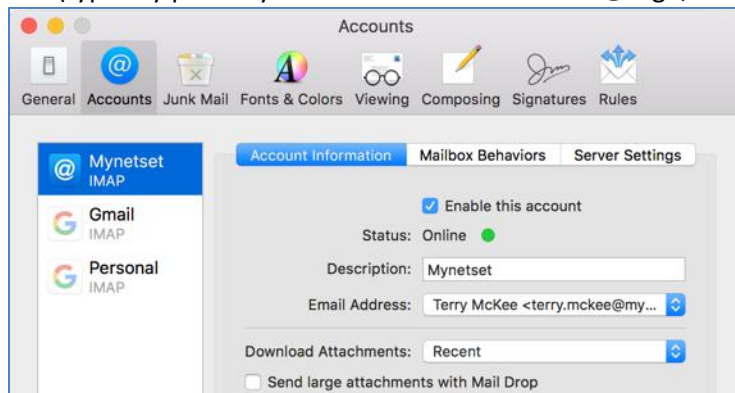
10. Open **Mail**



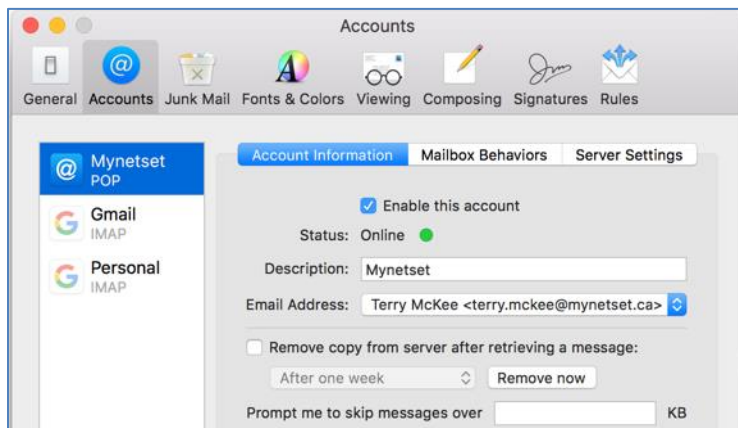
11. Click **Mail, Preferences**



12. Select your account on the left (typically part of your email address after the @ sign, such as **Mynetset**)



*If using IMAP*



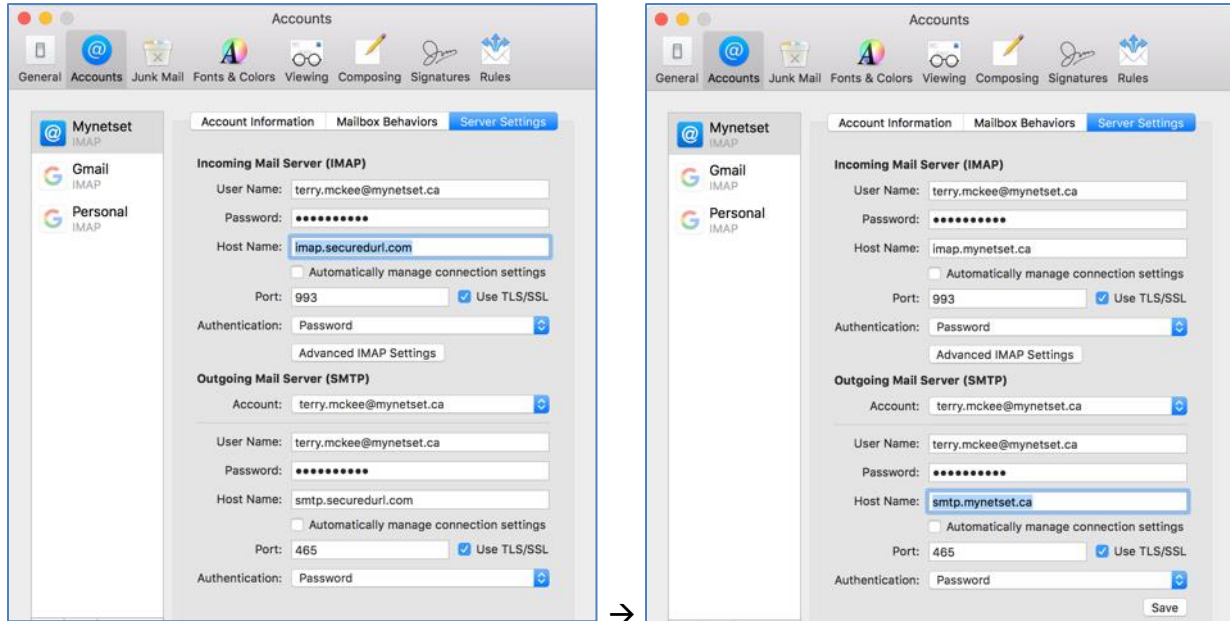
*If using POP*

13. If using **POP**, go to **step 22**; otherwise continue here for the **IMAP** steps

## IMAP Account

14. Go to the **Server Settings** tab

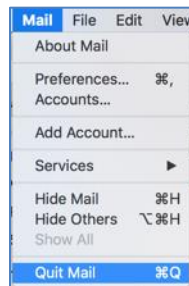
- a. Enter your new email **Password** in both spots
- b. Change the **Incoming Mail Server (IMAP) Host Name** to **imap.mynetsset.ca**
- c. Change the **Outgoing Mail Server (SMTP) Host Name** to **smtp.mynetsset.ca**
- d. If checked, uncheck “**Automatically manage connections settings**” for both the **Incoming (IMAP)** and **Outgoing (SMTP) Mail Servers**
- e. Verify “**Use TLS/SSL**” is checked for both
- f. Verify the **Incoming Mail Server (IMAP) Port** is **993**
- g. Verify the **Outgoing Mail Server (SMTP) Port** is **465**



h. Click **Save**

15. **Close** the **Accounts** window

16. Click **Mail, Quit Mail**

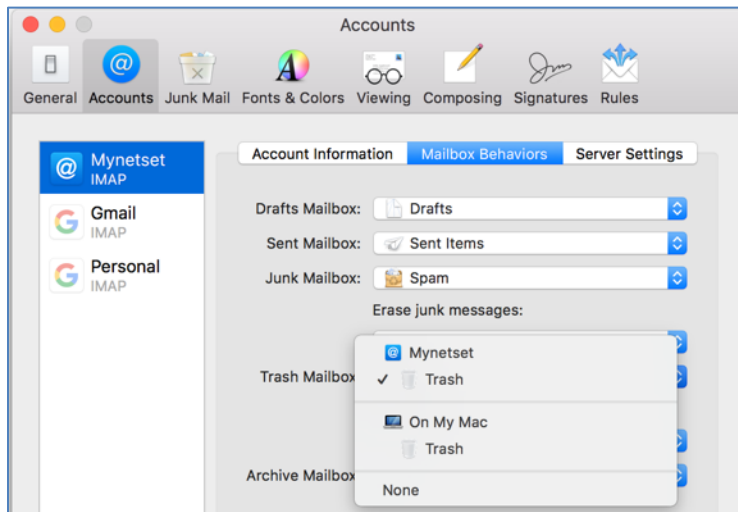


17. Open **Mail** again

18. Click **Mail, Preferences**

19. Select your **account** on the left

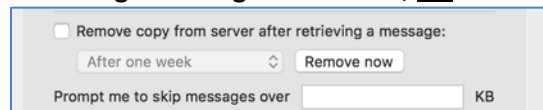
20. Go to the **Mailbox Behaviors** tab and verify the **Drafts, Sent, Junk** and **Trash** Mailboxes selected are as below (**Drafts, Sent Items, Spam** and **Trash**, all four not set to “On My Mac”)



21. Close the **Accounts** window. Your **IMAP** account is now ready for post-migration use in Mail on a Mac.

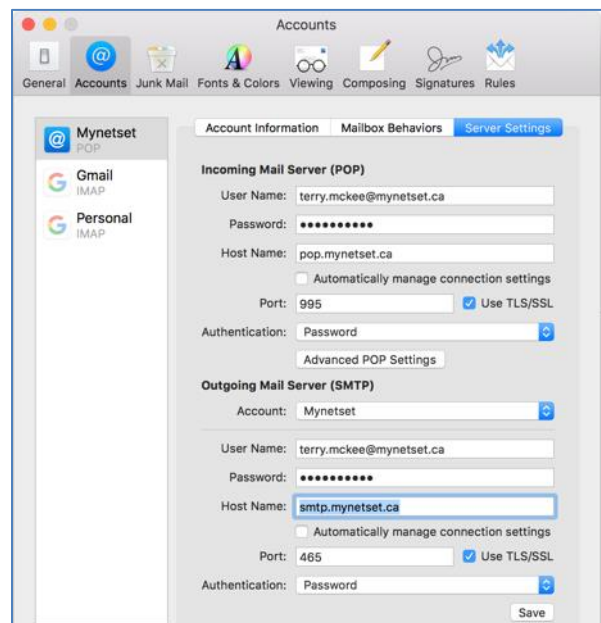
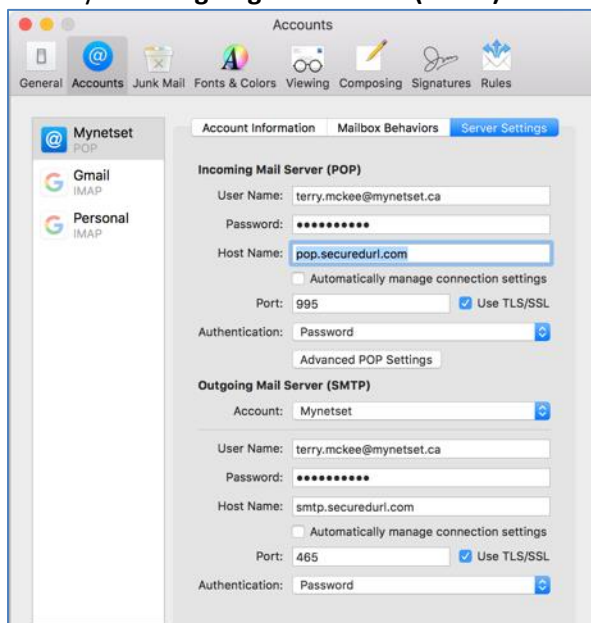
### POP Account

22. If “**Remove copy from server after retrieving a message**” is checked, **Uncheck** it



23. Go to the **Server Settings** tab

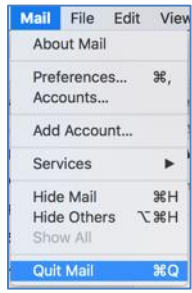
- i. Enter your new email **Password** in both spots
- j. Change the **Incoming Mail Server (POP) Host Name** to **pop.mynetset.ca**
- k. Change the **Outgoing Mail Server (SMTP) Host Name** to **smtp.mynetset.ca**
- l. If checked, uncheck “**Automatically manage connections settings**” for both the **Incoming (POP) and Outgoing (SMTP) Mail Servers**
- m. Verify “**Use TLS/SSL**” is checked for both
- n. Verify the **Incoming Mail Server (POP) Port** is **995**
- o. Verify the **Outgoing Mail Server (SMTP) Port** is **465**



p. Click **Save**

24. Close the **Accounts** window

25. Click **Mail, Quit Mail**



26. Open **Mail** again (if desired). Your **POP** account is now ready for post-migration use in Mail on a Mac.