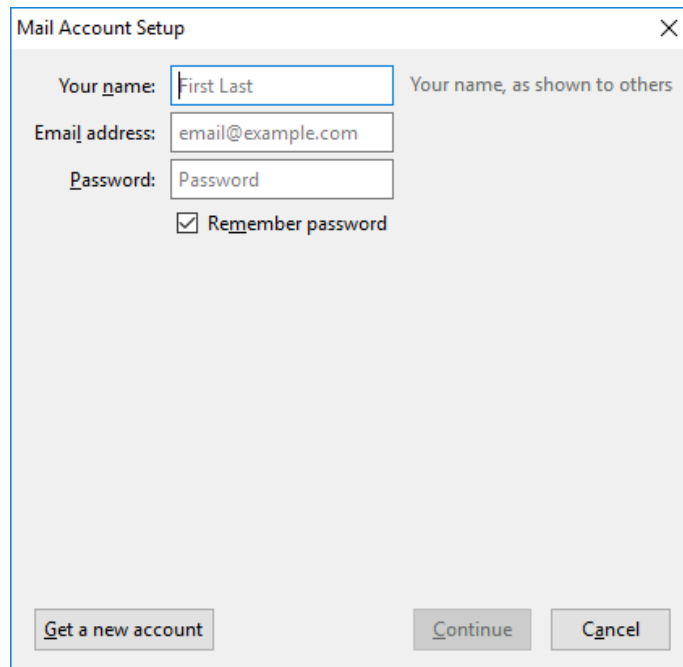


From the file menu, select File → New → Existing Mail Account, fill in the screen that is shown below. You can use your e-mail alias (name.surname@ceng.metu.edu.tr) if you want. And click “continue”

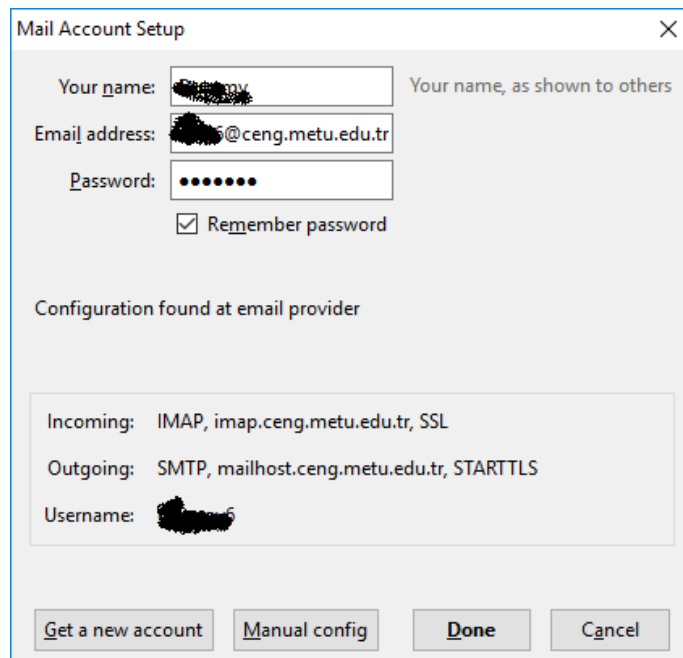


The dialog box is titled "Mail Account Setup" and contains the following fields and options:

- Your name:** A text box containing "First Last" with a placeholder "Your name, as shown to others".
- Email address:** A text box containing "email@example.com".
- Password:** A text box containing "Password".
- Remember password**

At the bottom, there are three buttons: "Get a new account", "Continue", and "Cancel".

The server settings will be found out automatically.



The dialog box is titled "Mail Account Setup" and contains the following fields and options:

- Your name:** A text box containing a redacted name with a placeholder "Your name, as shown to others".
- Email address:** A text box containing a redacted email address followed by "@ceng.metu.edu.tr".
- Password:** A text box containing six dots.
- Remember password**

Below the input fields, it says "Configuration found at email provider".

Configuration details:

- Incoming:** IMAP, imap.ceng.metu.edu.tr, SSL
- Outgoing:** SMTP, mailhost.ceng.metu.edu.tr, STARTTLS
- Username:** A redacted username followed by "6".

At the bottom, there are four buttons: "Get a new account", "Manual config", "Done", and "Cancel".

If you entered your e-mail alias in the step above, you must click Edit here and change the Username field to your department username (e1xxxxxx), then click Re-test.