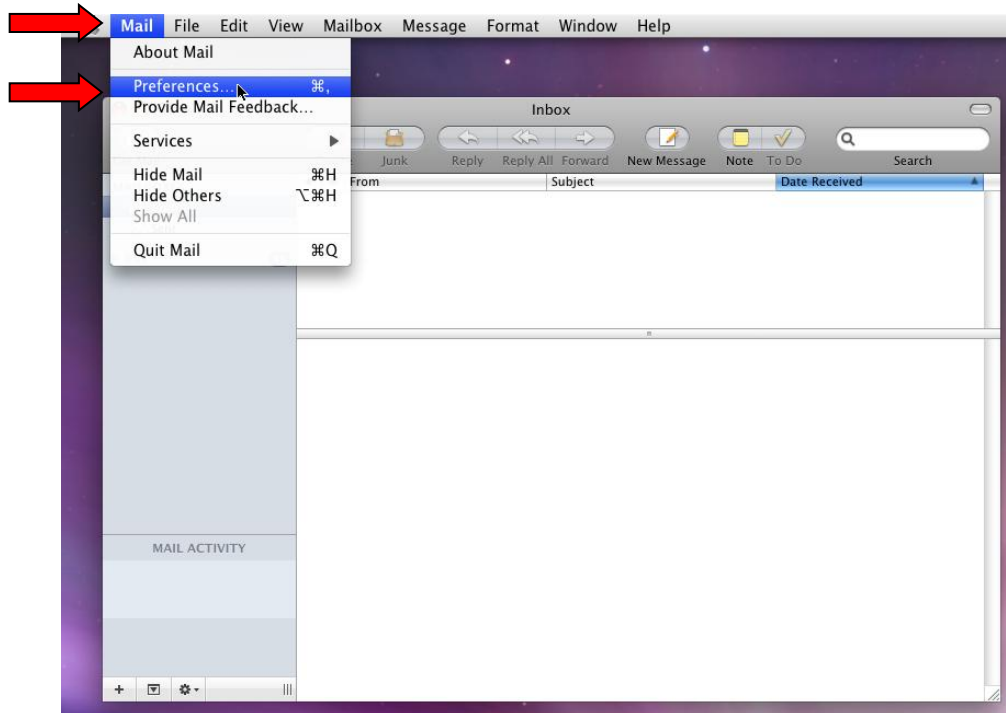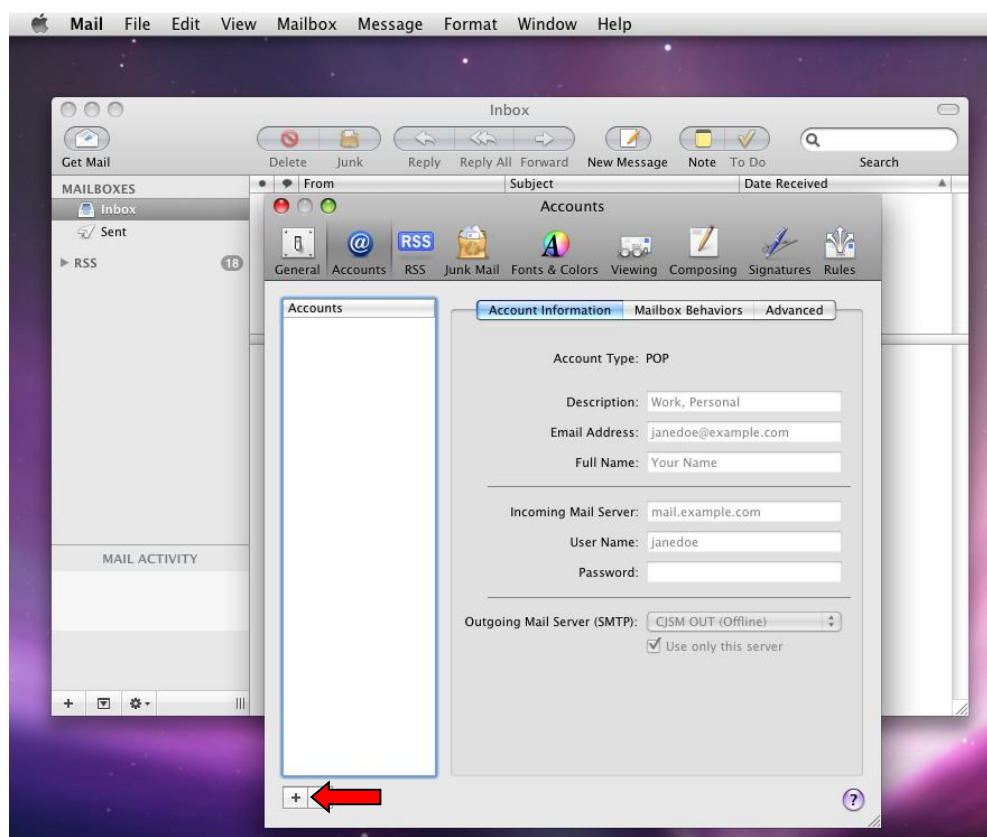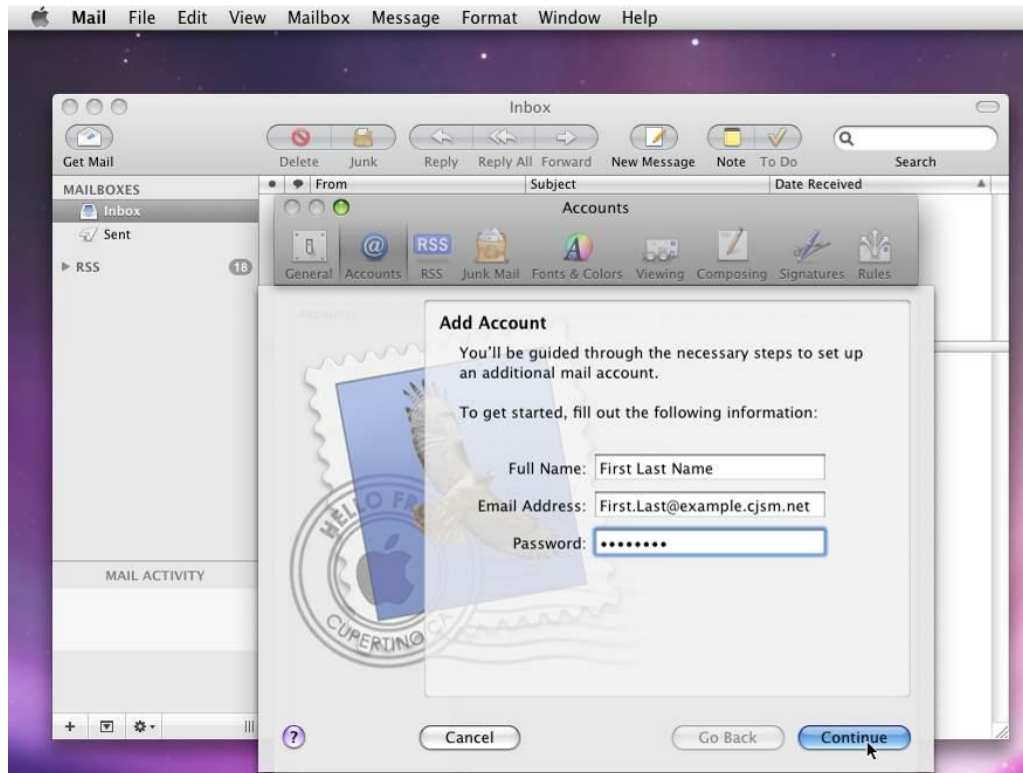1. Start the **Mac Mail** client

2. Click on **MAIL** at the top menu and then click on **Preferences**

3. To add a new account, click on the **+** icon located at the bottom right corner.

4. Fill in the fields
    a. **Full Name:** Your full name [with spaces]
    b. **Email address:** Your full CJSM email address [including the .cjsm.net suffix]
    c. **Password:** Your CJSM password [same as the web login]

5. Click on **Continue** and fill out the fields
    a. **Account type**: POP
    b. **Description**: CJSM account
    c. **Incoming Mail Server**: Mail.cjsm.net
    d. **User Name**: Your CJSM username [without .cjsm.net prefix]
    e. **Password**: Your CJSM password [same one used to logon to the website]

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6. Click on continue and fill out the fields
   a. **Description:** CJSM out [any name will suffice]
   b. **Outgoing Mail Server**: smtp.cjsm.net
   c. Tick the check box "Use only this server"
   d. Tick the check box "Use Authentication"
   e. Type in your CJSM username and Password
      [Same details as the website login, without the .cjsm.net suffix]

      Note: When clicking on "continue" at the stage, if port 25 is blocked, an error will be shown stating it could not connect. This can be ignored if 2525 can be used as an alternative. Click on "continue" once again to proceed and change this later.
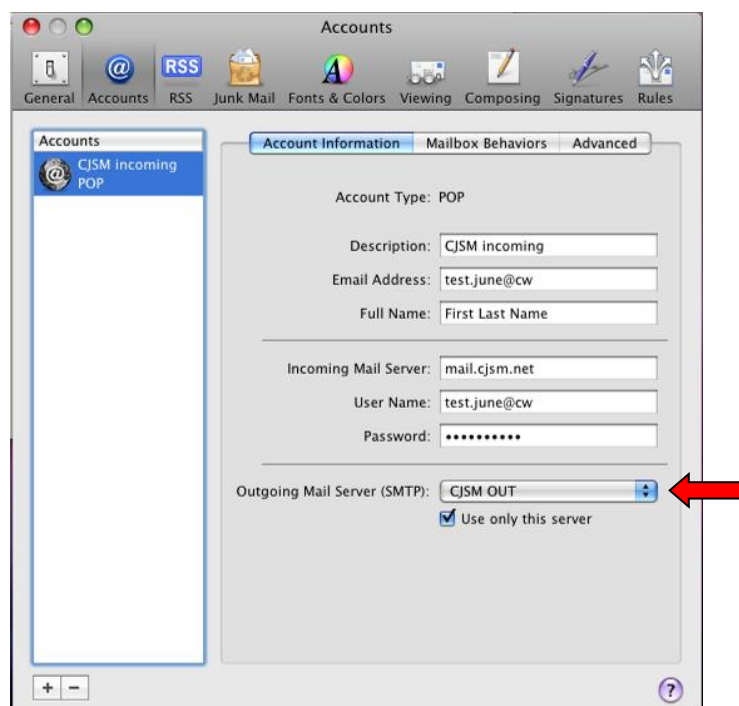

7. Tick the check box "Use Secure Sockets Layer (SSL),
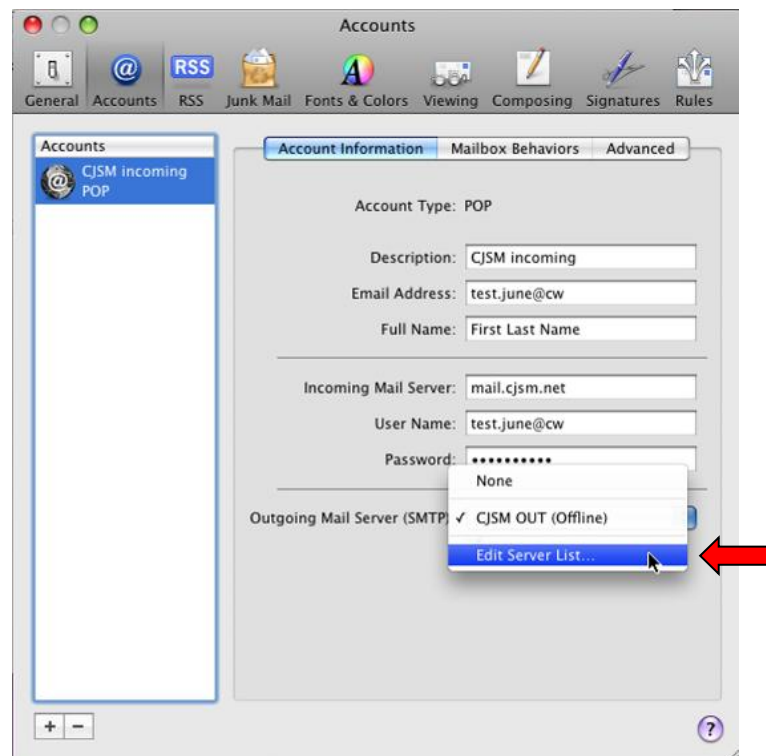   **Authentication**: Password
   Click on "Continue"

v.1.1

8. A summary of the account details are shown
   a. Ensure they are correct and that SSL is "on" for both the Incoming and Outgoing servers.
   b. Tick the check box "Take account online"
   c. Click on "create"

9. The account is now created, to change the outgoing port complete the following step, otherwise skip to step 10.

   a. Under "**Account Information**" click on the drop down arrow, located next to "**Outgoing Mail server (SMTP)**"

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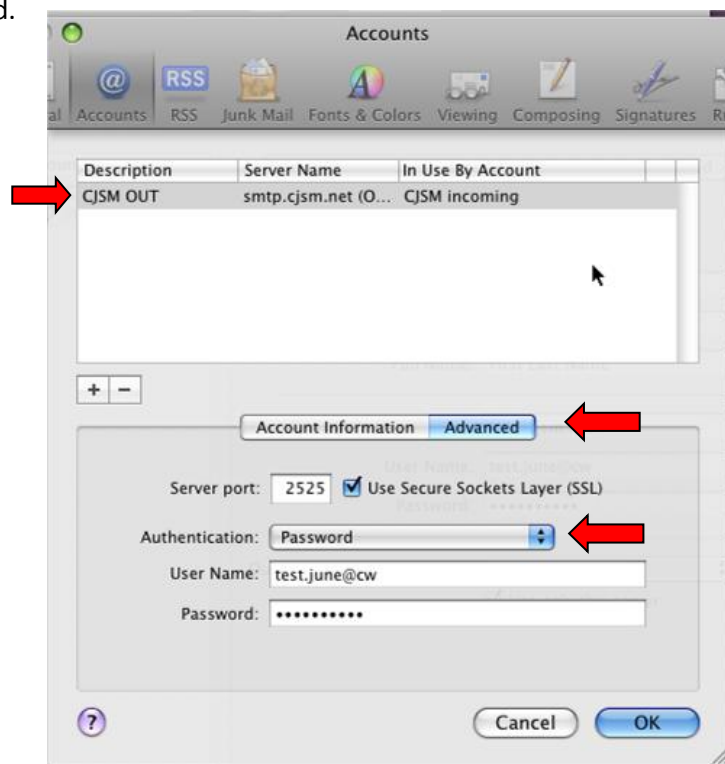9b. Click on the "**Edit Server List**" option

9c. Ensure "CJSM out" is selected and click on the advanced tab.

Change the **Server port** to "2525" and tick the **check** box "**Use Secure Sockets Layer (SSL)**
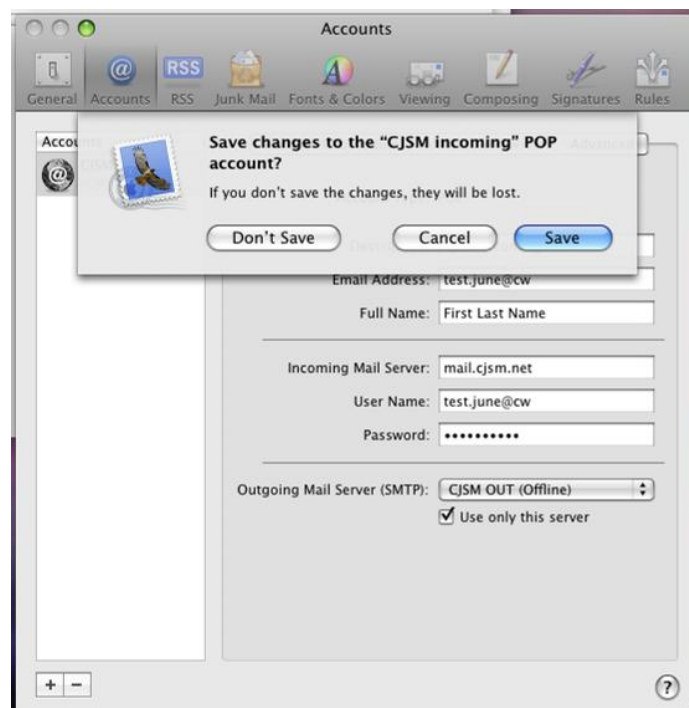
Authentication should be "**Password**" and then enter the CJSM login details

[identical to the ones used to login to the website, without the .cjsm.net suffix]
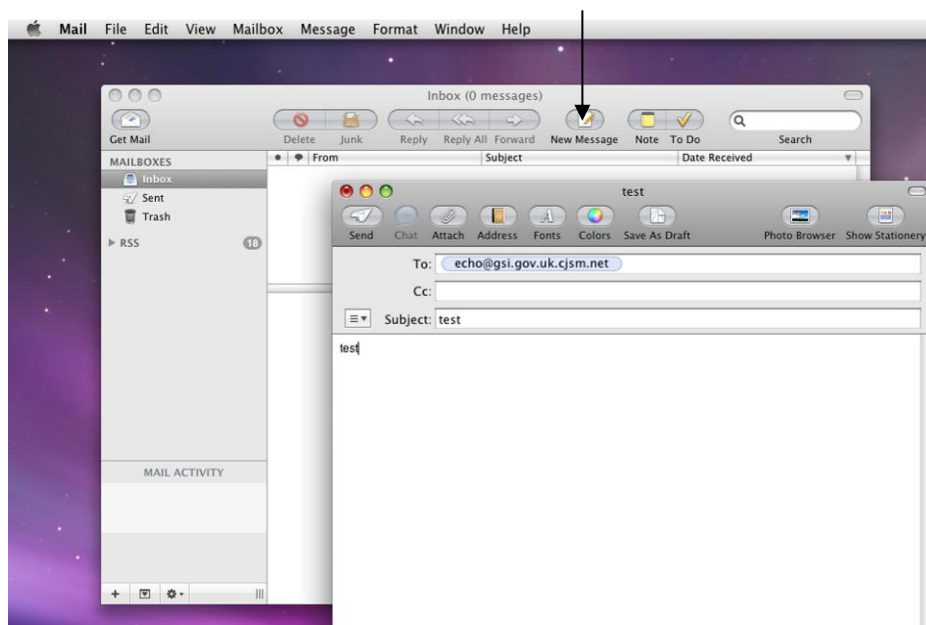
Click "OK" when completed.

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10. Close the accounts dialogue box and then click "Save" on the pop up prompt
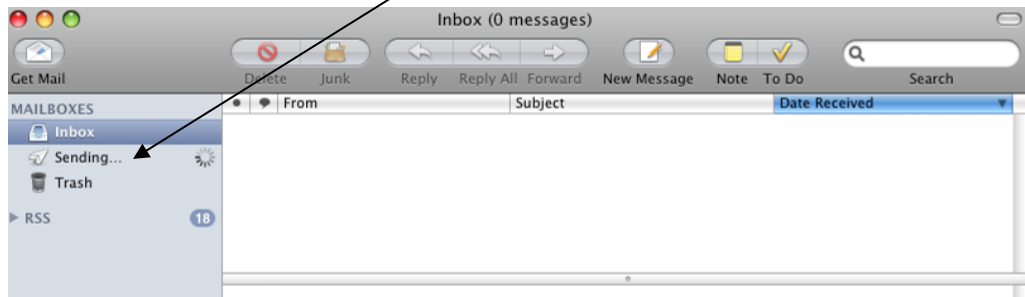

11. To confirm sending and receiving is functional, send the following test message.
    a. Compose an Email
    b. Send it to **echo@gsi.gov.uk.cjsm.net**

11.c

On the left hand side the "Sending.." text is indicating it is *attempting* to send. This can take up to a few seconds or minutes.

If you are prompted with the following dialogue box, click on "Connect"

Once the sending text has disappeared, click on the "Get Mail" icon and if successful, you should have a reply email from **echo@gsi.gov.uk.cjsm.net**