

## OS X Mail How-to Guide

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### Composing messages

1. Open the OS X Mail application.
2. Click New. The New Message screen will appear.
3. In the To field, enter the recipient's email address.
4. In the Subject field, enter a subject for the email.
5. Enter a message in the empty white space.
6. When you are ready to send the message, click Send.

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### Creating attachments

1. Follow steps 1 through 5 above.
2. In the New Message window, click Attach. The Finder will open.
3. Browse to the desired file. Select the file and click Choose File. The file will now be attached to the message.
4. When you are ready to send the message, click Send.

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### Setting up a sent-mail folder

OS X Mail is not able to store sent messages remotely on Duke's server. However, you can save sent messages locally on your hard drive. Follow these steps to set up a local sent mail folder.

1. From the menu bar select Mail > Preferences.
2. In the left panel, select your Duke IMAP account.
3. In the right portion of the screen, select Mailbox Behaviors.
4. Uncheck the box next to Store sent messages on the server.

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## **Creating a signature**

1. From the menu bar, select Mail > Preferences.
2. From the top toolbar, select the Signatures icon.
3. In the left panel, highlight your Duke IMAP account.
4. Click the "+" below the next panel.
5. In the middle panel, enter a name for the signature.
6. In the right panel, enter the signature you want to appear at the bottom of each new message you compose.

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## **Creating an address book entry**

The Address Book is a separate application from the Mail application, but it can be used in conjunction with Mail.

1. From the applications folder, open Address Book.
2. In the Group panel, select the group in which you would like the contact to be created.
3. Click the "+" below the Name panel. Enter the name for the contact.
- 4.

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## **Selecting a recipient from your address book**

1. Open OS X Mail.
2. Click New. The New Message screen will appear.
3. Select the Address icon. The Address Book will open.

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## **Creating a new folder**

1. From the menu bar, select Mailbox > New Mailbox. The New Mailbox window will open.
2. From the Location drop-down menu, select IMAP Account.
3. Create a name for the new folder. Click OK.

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## **Creating additional identities**

1. From the menu bar, select Mail > Preferences.
2. In the top toolbar, select the Accounts icon.
3. Select Account Information.

4. In the Email Address field, enter as many email addresses as needed. Separate each email address with a comma.
5. The next time you compose a new message, you will see the Accounts field with each email address as shown below. Note that both email addresses have the same name.

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## Configuring LDAP

1. From the menu bar, select Mail > Preferences.
2. Select the Composing icon.
3. Check the box next to Automatically complete addresses.
4. Click Configure LDAP.
5. A screen will appear for you to add a new LDAP server. Click the "+".
6. The Server Info screen will appear. In the Name field, enter *Duke LDAP*.
7. In the Server field, enter *ldap.duke.edu*.
8. In the Search Base field, enter *ou=People,dc=duke,dc=edu*
9. In the Port field, enter 389. NOTE: Do not select Use SSL.
10. From the Scope drop-down menu, select Subtree.
11. Leave the Authentication section blank.
12. Click Save.
13. On the next page, click Done.

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