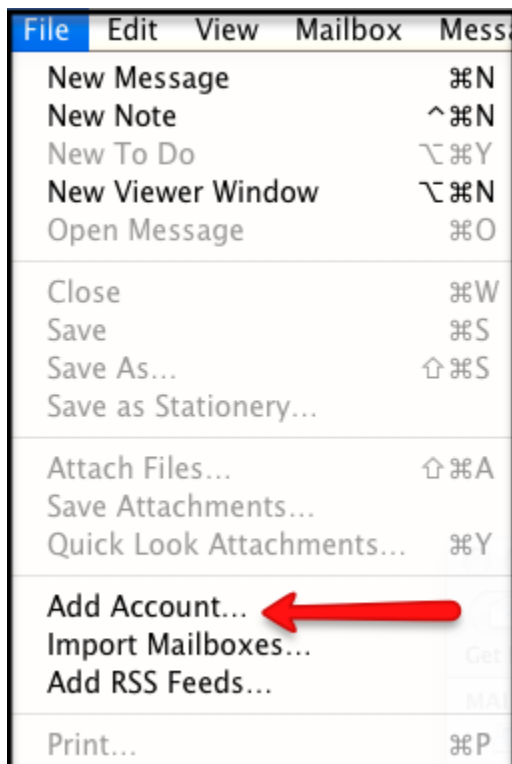## Setting Up Rackspace Email With Mac Mail

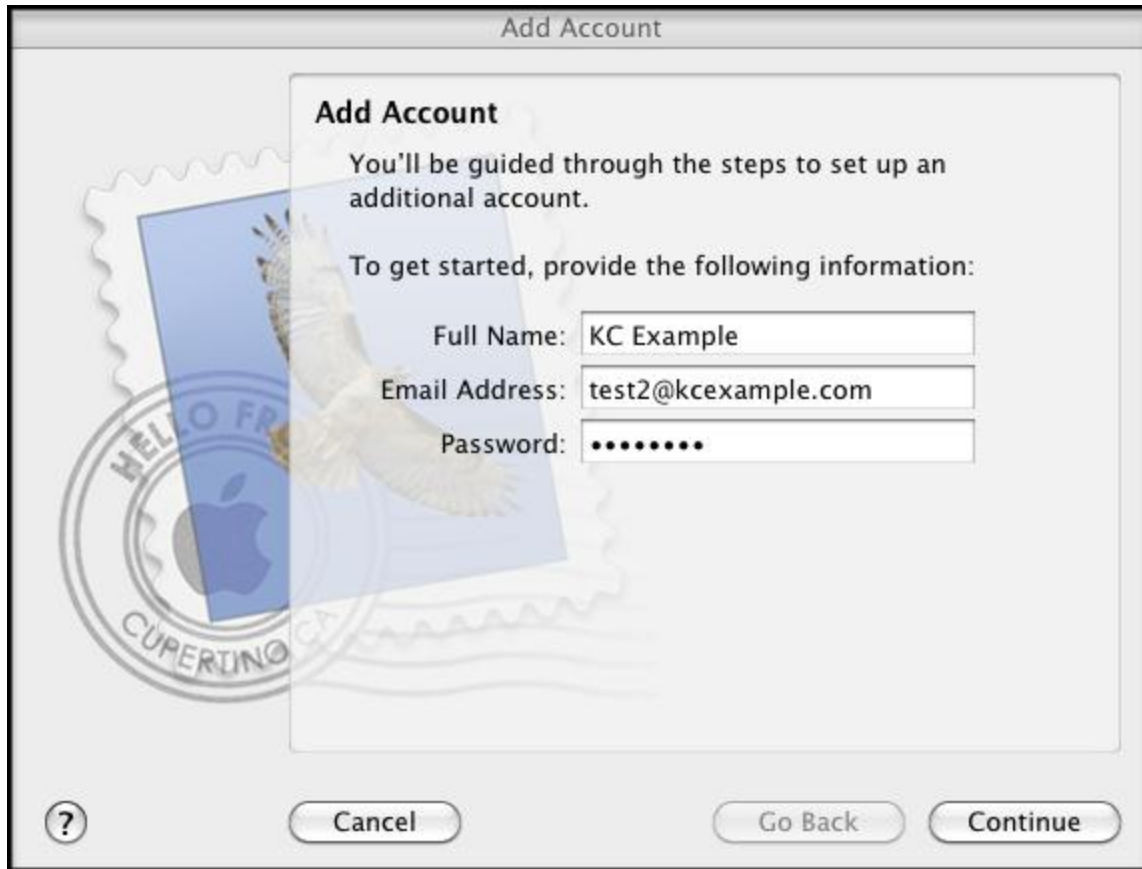- Last updated on **September 6, 2012**

The following article will show you how to setup your Rackspace Email account using your Mac Mail email client. Let's take a look at the steps below on how to configure your account:

1. First thing you'll want to do is open up Mac Mail and select File and Add Account. If this is the first time Mac Mail has been used, the setup assistant will appear.
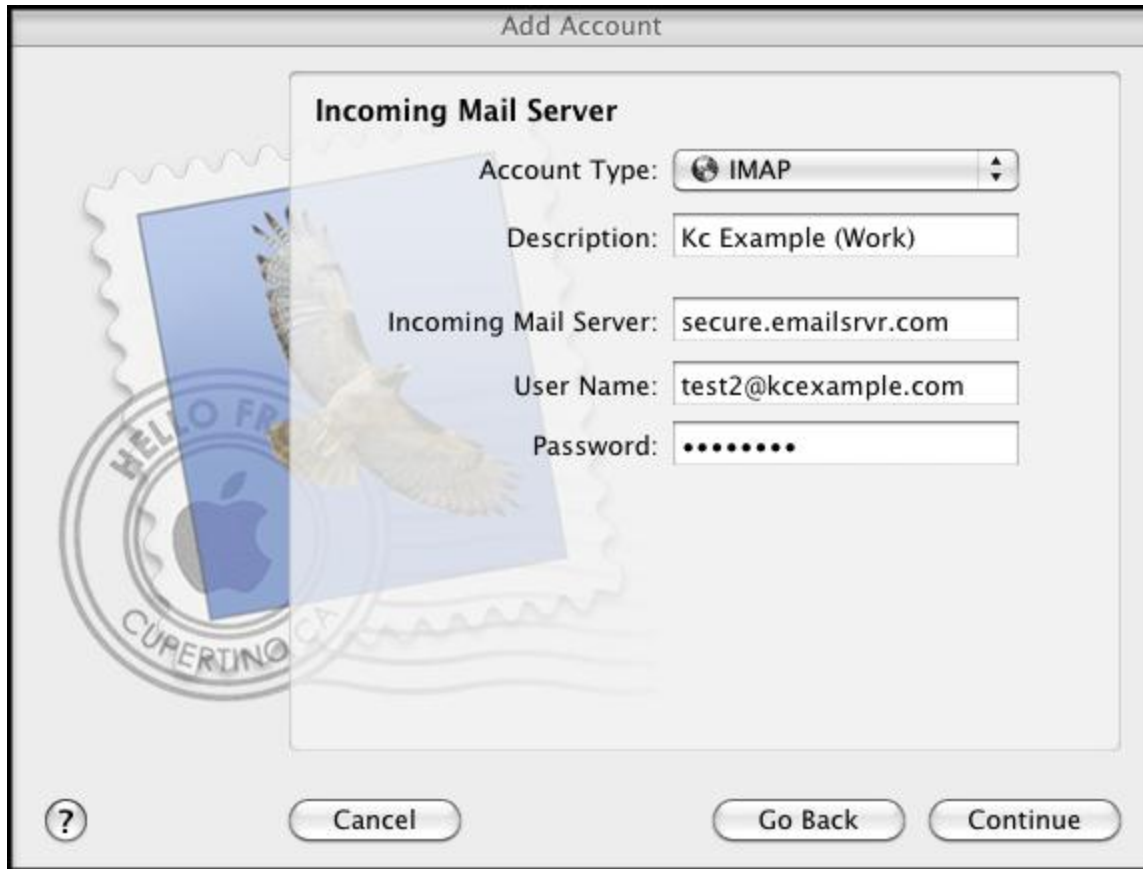

2. Enter the following information:

- Full Name - Enter in your first and last name. This is the name that will appear in the **From** field of messages you send.

- Email Address - Enter in your entire email address (e.g. myname@mydomain.com).

- Password - Enter in the password associated for your email account.

3. Click the Continue button and Enter the following information:

- Account Type - Select **IMAP** from the drop-down menu.

- Description - Enter in a descriptive name of your choice for your mail account (e.g. Work Mail or Home Mail).

- Incoming Mail Server - Enter in the secure server name: **secure.emailsrvr.com**

- User Name - Enter in your entire email address (e.g., myname@mydomain.com).

- Password - Enter in the password associated with this account.

4. Click the Continue button and 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 in a descriptive name of your choice for your mail account (e.g. Work Mail or Home Mail)

- Outgoing Mail Server - Enter the secure server name: **secure.emailsrvr.com**

- Check the **Use only this server** box and also check the **Use Authentication** box.

- User Name - Enter in your entire email address (e.g. myname@mydomain.com)

- Password - Enter in the password for your email account.

6. **Click the Continue button and Mac Mail will now attempt to detect the outgoing server settings.** If the **Outgoing Mail Security** window appears, do the following and you're finished!

- Check the **Use Secure Sockets Layer (SSL)** box.

- In the **Authentication** drop-down menu, select **Password**.

- Click the **Continue** button and then click the **Create** button.

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, as it appears in the **Accounts** list.

2. Click the **Mailbox Behaviors** 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